



May 3, 2023
Our Ref. 128846
File No. 64000-05/CAPU/CapPlan

Duncan Brown
Chair of the Board
Capilano University
2055 Purcell Way
North Vancouver, BC V7J 3H5

Email Address: dkbyyz@gmail.com

Dear Duncan Brown:

This letter is in response to your Institution's 2023/24 to 2027/28 Five-Year Capital Plan submission, provided to the Ministry of Post-Secondary Education and Future Skills in July 2022, and provides direction for advancing supported capital projects.

The Ministry is pleased to support the following new and previously approved projects:

Project Phase / Name	Project Budget (\$ millions)	
	Total	Provincial
New Funding		
Electrical Upgrades ^A	\$13.6	\$4.0
Water Infrastructure Upgrades ^B	\$4.0	\$4.0
Storm, Sanitary and Water Infrastructure Upgrades	\$5.2	\$1.2
Business Case Development		
New Squamish Campus ^C	\$57.5	\$48.0
Project Execution		
Centre for Childhood Studies ^D	\$21.8	\$8.5
Student Housing and Dining Hall	\$58.2	\$41.5
Total:	\$160.3	\$107.2

A Does not include \$1.8 million contributed by CAPU in FY22/23

B Does not include \$0.4 million contributed by CAPU in FY22/23

C Includes \$23.0 million Provincial increase

D Includes \$2.0 million Provincial increase


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Prior to any public announcements pertaining to the projects above, please have your communications staff contact Lianne Bowness, Communications Director, Government Communications and Public Engagement, at (250) 356-7077.

Should you wish to discuss the annual capital submission process or results further, please contact Phil Hancyk, Executive Director, Post-Secondary Finance, at phil.hancyk@gov.bc.ca.

Sincerely,



Honourable Selina Robinson
Minister

pc: Paul Dangerfield, President and Vice-Chancellor
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May 4, 2023

Ash Amlani, Chair
Board of Governors
 Capilano University
 2055 Purcell Way
 North Vancouver, BC V7J 3H5

Re: Student Society Fees for the Capilano Students' Union

Dear Ash,

This letter serves as the notice to the board of governors that is required under section 27.1 of the *University Act* respecting student society fees to be collected by Capilano University and remitted to the Capilano Students' Union.

Our updated fee schedules are attached as appendices:

- **Appendix 1** (North Vancouver campus & locations)
- **Appendix 2** (kálaḡ-ay, the Sunshine Coast campus)
- **Appendix 3** (off-campus and online)
- **Appendix 4** (U-Pass BC program fees)

We are pleased to advise that, pursuant to section 27.1(4)(a)(iii) of the *University Act*, we have made available to our members the audited financial statements for the year ended May 31, 2022, and that a report on those statements was provided to the members by an auditor meeting the requirements of section 112 of the *Societies Act*.

We have also attached, as **appendix 5**, the student society fee to be collected on behalf of the Capilano Courier Publishing Society. Please remit this fee directly to the Capilano Students' Union, and we will make remittance arrangements, per a fee agreement between the Capilano Courier Publishing Society and the Capilano Students' Union.

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Thank you for your attention to this matter. If you need any clarification, please contact Saulo Ferreira, financial controller of the Capilano Students' Union, via email message at sferreira@csu.bc.ca or by telephone at (778) 990-7690.

Yours sincerely,



Christopher Girodat
Executive Director

cc: Paul Dangerfield, President and Vice-Chancellor (Capilano University)
Tally Bains, Vice-President, Finance & Administration (Capilano University)
Holly Hunter, Director, Financial Operations (Capilano University)
Lesley Cook, Executive Assistant to the Board (Capilano University)
Karandeep Sanghera, President (Capilano Students' Union)
Marko Cosic, Vice-President Finance & Services (Capilano Students' Union)
Saulo Ferreira, Financial Controller (Capilano Students' Union)



Appendix 1

NORTH VANCOUVER CAMPUS & LOCATIONS

Our fee schedule for the 2023-2024 academic year is as follows:

Students attending courses at the North Vancouver campus		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$44.82 (per semester)	\$3.09 (up to 10 credits)
Student Union Building Fee	—	\$8.90 (up to 15 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$114.01 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$160.74 (per academic year)	—
Clubs and Events Fee	—	\$0.36 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.91 (up to 15 credits)
External Advocacy Fee	—	\$0.40 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.67 (up to 15 credits)
Recreation & Intramurals Fee	—	\$0.60 (up to 15 credits)
Business & Professional Associations Fee (for all courses taken by students declared in the Faculty of Business & Professional Studies only)	—	\$2.34 (up to 15 credits)
<i>^ denotes that this student society fee is unchanged from the previous year</i>		



Appendix 2

KÁLAX-AY | SUNSHINE COAST CAMPUS

Our fee schedule for the 2023-2024 academic year is as follows:

Students attending courses at <u>ká</u> lax-ay, the Sunshine Coast campus		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$44.82 (per semester)	\$3.09 (up to 10 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$114.01 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$160.74 (per academic year)	—
Clubs and Events Fee	—	\$0.36 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.91 (up to 15 credits)
External Advocacy Fee	—	\$0.40 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.67 (up to 15 credits)
<i>^ denotes that this student society fee is unchanged from the previous year</i>		



Appendix 3

OFF-CAMPUS & ONLINE

Our fee schedule for the 2023-2024 academic year, for courses that were designed to be delivered off-campus & online before the current public health emergency, is as follows:

Students attending courses off-campus and online		
Fee	Fee per student	Fee per credit
Basic Student Society Fee	\$44.82 (per semester)	\$3.09 (up to 10 credits)
Health & Dental Plan (Health) Fee (for full-time students only)	\$114.01 (per academic year)	—
Health & Dental Plan (Dental) Fee (for full-time students only)	\$160.74 (per academic year)	—
Clubs and Events Fee	—	\$0.36 (up to 15 credits)
Equity and Sustainability Fee	—	\$0.91 (up to 15 credits)
External Advocacy Fee	—	\$0.40 (up to 15 credits)
Personal Electronics Repair Service Fee	—	\$0.67 (up to 15 credits)
Recreation & Intramurals Fee	—	\$0.60 (up to 15 credits)
Business & Professional Associations Fee (for all courses taken by students declared in the Faculty of Business & Professional Studies only)	—	\$2.34 (up to 15 credits)
<i>^ denotes that this student society fee is unchanged from the previous year</i>		



Appendix 4

U-PASS BC PROGRAM FEES

Our fee schedule for the 2023-2024 academic year is as follows:

All students eligible for the U-Pass BC program	
Effective date	Fee per month
May 1, 2023	\$45.10
May 1, 2024	\$46.00

Appendix 5

CAPILANO COURIER PUBLISHING SOCIETY

The fee schedule for the 2023-2024 academic year is as follows:

All students who are members of the Capilano Courier Publishing Society		
Fee	Fee per student	Fee per credit
Student Publication Fee	—	\$1.57 (maximum of \$23.55)

PRESIDENT'S REPORT TO THE BOARD

Reporting period from April 4 to May 29, 2023

PRESIDENT'S OFFICE

CapU celebrated [Asian Heritage Month](#) during the month of May. A great number of events were scheduled for employees and students to take part in. We celebrated the rich history, culture and contributions of Asian Canadians in our societies and came together as a community to address challenges and work toward a more inclusive and equitable future. We thank the Change Education Series Committee for their diligent work in organizing these events: Carrie Jung, Grace Kim, Irina Dordic, Susan Romeo-Gilbert and Audrey Wang.

A few weeks ago, we announced the [reappointment of Yuri Fulmer as chancellor](#). Yuri is instrumental in a lot of the work we do and with building connections with the community. To mark his reappointment, we put together a [video](#) with Yuri, Sara Sutherland, manager of the Children's Centre, and myself talking about Yuri's role as chancellor, his contributions and the reasons he gives both his time and money to CapU.

I attended Universities Canada's (UC) Spring 2023 membership meeting in Toronto from April 25–26. The bi-annual membership meetings are to advance important dialogues, lay the groundwork for future united efforts in support of the sector, and explore opportunities for individual and collective growth as post-secondary leaders. These meetings focused on the important actions to be taken by UC members on climate action and Truth and Reconciliation.

ACADEMIC & PROVOST

We submitted the university application to the Degree Quality Assurance Board (DQAB) for expedited review (baccalaureate) and an external review was held on campus in April with the leadership of academic initiatives and planning. The application will be considered at the June meeting of DQAB with a recommendation then going to the minister.

FACULTY OF ARTS & SCIENCES

- » We welcomed new faculty for the summer term: Melissa Bodner, biology laboratory supervisor; Jakub Burkowicz, sociology instructor; Alice Everly, philosophy instructor, Sheila Giffen, English instructor; Colin Grittner, history instructor; Xiaoxuan Huang, English instructor; Manpreet Kaur, sociology instructor; Connor MacMillan, psychology instructor; Torin McLachlan, English instructor; Joe Munsterman, sociology instructor; Fenn Stewart, English instructor; and Xianjuan (Zoey) Chen, economics instructor.
- » POL 410—Applied Policy Analysis has been approved at Senate and will be available in Fall 2023. This course provides students with the analytical tools and skills they need to conduct public policy analysis for employers in the public, private and non-governmental sectors. Students work collaboratively to address real world problems, exploring and formulating concrete policy options and alternatives, to help students

become effective and ethical practitioners of public policy. Special emphasis placed on the public policy process in the context of Indigenous communities and organizations.

- » Congratulations to the following faculty:
 - ANTH instructor, Bob Muckle's book, [Forgotten Things: The Story of the Seymour Valley Archaeology Project](#), was nominated for the 2023 Canadian Archaeology Association's Public Communication Award.
 - Tom Flower (BIOL) published a review of [Mutual Aid: The Other Law of the Jungle](#) by Gauthier Chapelle and Pablo Servigne. The review was published in the journal, [Emancipations](#).
 - Many faculty received Long Service Awards:
 - o Five years of service—Matt Berry, Olga Gonokhova, Laurence Gauvreau, Mahta Khosravi, Nazar Kovalevskyy, Winton Li, Tetsuro Shigemasu and Kory Stevens;
 - o 10 years of teaching—Sean Ashley, Lindsay Bird, Brenda Fossett, Erin Stewart Elliott and Bruno Tomberli;
 - o 15 years of teaching—Brian Ganter, Martin Godwyn, Ramjee Parajulee;
 - o 20 years of teaching—Urmila Jangra;
 - o 25 years of teaching—Tong Chow, Dwight Gardiner, Ryan Knighton, Kent Lewis; and
 - o 30 years of teaching—Timothy Acton.
- » Congratulations to our students:
 - BIOL and PSYCH students won at the recent CityStudio North Vancouver Hubbub #8 event. The third place team from PSYCH 412 worked on a proposed wellness survey titled, "Finding Wellness" for the City of North Vancouver. The second place team from BIOL 308 worked on a project titled, "CNV Watershed Health".
 - CapU's Math department put hosted the BC Secondary School Math Contest with over 30 students in attendance from six high schools across B.C. *Pictured right: The winners of the contest.*
 - This year, CapU had a strong showing at the Student Research Symposium where 13 graduating interdisciplinary studies students showcased their capstone research projects. Interdisciplinary studies grad, Maria Mulder received the Excellence in Research Award for their Fall 2022 project, "A Reflection on Research"—A graphic novel exploring the intersectional politics of academic research.
 - Former student, Yvonne Wallace just finished performing a run of her liberal studies graduate project at the Cultch Theatre. She wrote this play for her final project at CapU in 2018, and now is teaching university success strategies at CapU this summer. <https://www.rubyslippers.ca/current-season/utsan/>



FACULTY OF BUSINESS & PROFESSIONAL STUDIES

- » School of Business:
 - With the large influx of international students joining the School of Business in the Summer of 2023, CapU welcomed a record number 15 new faculty. They join us from vast and varied backgrounds, bringing substantial industry experience, multiple educational disciplines and diverse cultural experiences to the team.
 - The School of Business received notice from the Accreditation Council for Business Schools and Programs (ACBSP) that the 2023 status report was approved, reinforcing our status as a high quality, internationally accredited business program.
- » Enactus:

- Enactus Capilano made history by reaching the semi-finals at Enactus Canada Nationals 2023 in Montreal. They competed against 44 other universities from across the country. The presenting team included seven student leaders: Vinay Aery, Rigo Cely Cardenas, Grace Confortin, Nicholas Truong, Hassan Chaudhry, Brooklyn Nyhus and Harrison Archer. Other Enactus students provided support.
- The presentation showcased two Enactus Capilano social enterprises that aim to address the financial and mental health challenges faced by youth. Square One teaches financial literacy and entrepreneurial thinking, while U-Belong fosters mental well-being and social inclusion. This was the first time that CapU students reached the semi-finals and received an AWARD at Enactus Canada Nationals. They are determined to grow their impact by collaborating with community partners and focusing on meaningful results.
- Additionally, faculty Natasha Mrkic-Subotic brought home two awards: The John Dobson Enactus Fellow Award and the Rookie Faculty Advisor of the Year award.



FACULTY OF EDUCATION, HEALTH & HUMAN DEVELOPMENT

- » 11 students successfully graduated as health care assistants from the kálax-ay campus on April 6, 2023.
- » 18 students successfully graduated as health care assistants from the main campus on April 6, 2023.
- » New ECCE faculty, Tatiana Zakharova-Goodman, faculty atelierista/instructor. Tatiana is a PhD candidate at Western University, completing her doctoral research titled, "Play/grounding: Intersection of Pedagogy and Design of Outdoor ECE Play Spaces—Rethinking with and on Playgrounds". In her role, Tatiana will instruct theory, curriculum and arts-focused, atelierista studies courses in both the diploma and degree programs, in addition to practicum advising.
- » ECCE appointment, Julia Black (coordinator), to the Provincial Child Care Council (PCCC), advising the minister within the Ministry of Education and Child Care, as of April 5, 2023. The council's mandate is to provide advice and expertise on policies and programs affecting the affordability, quality, stability and accessibility of child care, and to represent the regional and sectoral interest of parents, children, caregivers and communities.
- » ECCE award recipients:
 - Violet Jessen (chair, School of Education and Childhood Studies), 2023 Childcare BC Awards of Excellence 2023 Regional Award of Excellence for Vancouver Coastal. [Read more](#)
 - Julia Black (ECCE coordinator), 2023 Early Childhood Educators of BC Gayle Davies Award. This is the second year in a row that a Capilano University ECCE faculty member has received the award. [Read more](#)
 - Zoe Linford (ECCE student), 2023 Early Childhood Educators of BC, Sue Fraser Award. This is the second year in a row that a Capilano University ECCE student has received the award. [Read more](#)
 - Alexandra Berry (ECCE faculty) received the American Educational Research Association Arts-Based Educational Research (ABER) Outstanding Dissertation Award for 2023.



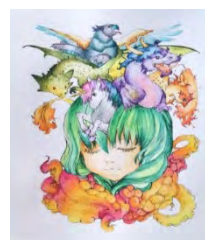
- » Conference presentations:
 - Özgür Gibb (Adult Basic Education): "The Importance of Selecting an Indicator for Acid-Base Titration Experiments to Increase Student Learning" in the session "Undergraduate Teaching Laboratories—How do you Engage, Excite, and Evaluate Students?" Canadian Chemistry Conference and Exhibition, (CSC 2023).
 - Violet Jessen, Adrienne Argent (ECCE faculty), Sara Sutherland, Ali Morrow (Capilano University Children's Centre). International Association of Lab Schools, "Learning with/in pedagogies: Lab schools as lively pedagogical spaces." The presentation outlines the distinctive and innovative dedicated practicum model developed at CapU.

FACULTY OF FINE & APPLIED ARTS

- » Following the recent signing of a Letter of Understanding (LOU) by the dean of the Faculty of Creative Arts and Industries, University of Auckland; two faculty Nicholas Rowe and Tia Reihana visited Fine & Applied Arts at CapU on May 8–9. Their visit included an in-depth tour of the studios, meetings with faculty and a lunch at the Kéxwusm-áyaᓃn Student Centre. They explored synergies in the creative arts and looked at shared interest in Indigenization practices and COIL (Collaborative Online Intercultural/International Learning) opportunities.)
- » On April 21 and 22, the CapU 2023 School of Animation and Visual Effects Gradshow was hosted at the Bosa Centre for Film and Animation. The Gradshow was a resounding success. It was full of energy and a great turnout from local industry recruiters, supervisors and producers from several game, animation, and film studios including Walt Disney Animation Studios, Animal Logic, Atomic Cartoons, DNEG, Cinesite and Doberman Pictures, among others, who came by our film studio, checked out grads' work and met their future colleagues. *Pictured below left: faculty attending the Gradshow. Pictured below right: student, faculty and industry attendees at the Gradshow.*



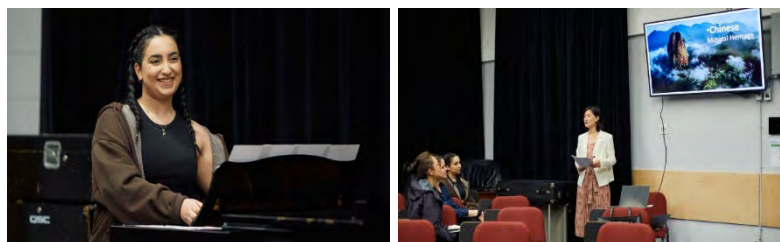
- » As of April 24, the School of Animation and Visual Effects is now an authorized training centre for Unreal Engine by Epic Games. With this designation, CapU becomes one of only three training centres in Canada and the only one in Western Canada. [Read more](#)
- » IDEA School of Design alumni Camilla d'Errico, was the subject for a feature article in CapU's *Capsule* on April 22. In addition to the article, the University held a colouring contest with her unique work, with the winners getting a copy of her latest book. *Picture left is a portrait of Camilla. Pictured right is the winning colouring content submission by Massiel Cascante.* [Read more](#)



- » On May 12, the Bosa Centre for Film and Animation hosted the [BC Student Film Festival](#): 147 high school students from all over B.C. attended. CapU faculty in animation, costuming and motion picture arts put on workshops. Industrial Light and Magic coordinated an additional workshop.



- » On May 8, as part of Asian Heritage Month, CapU music students Lively Lee and Paniz Moslehi performed and explored the significance of traditional Chinese and Persian music. They shared their insights on how preserving the playing of traditional instruments and singing traditional songs can help us deepen our connection with these Asian cultures. *Pictured left: Paniz Moslehi. Pictured right: Lively Lee.*



FACULTY OF GLOBAL & COMMUNITY STUDIES

- » New TOUR and OREC chair, Kara Walker, started May 1, 2023. Kara is thrilled to support students and employees in developing pathways to reach their goals. Kara has been immersed in the event tourism industry for the bulk of her career, working extensively in the sporting, leisure and recreation throughout B.C.
- » Joanna Jagger, TOUR faculty, presented at the Women in Tourism Scientific conference in Split, Croatia in April 2023. She shared the results of the Unified Grant research project "Seat at the Table", evaluating retention and development strategies for women in tourism. A collaborative event, the audience and moderator asked questions of the research, methodology and findings. Over two days, she learned from academics from 24 countries on the subject of gender equity in tourism. *Pictured right: Joanna Jagger*
- » The two-week Vietnam Field School was an immense success! Twenty-two students representing eight programs (OREC, Tourism, MOPA, Legal Studies, Public Administration, Interdisciplinary Studies, Communications and Business Administration) joined TOUR and OREC instructors Chris Carnovale and Grieg Gjerdalen, as well as Stasa Andric from CIE. Students engaged in diverse experiences that brought them beyond the tourist's perspective and into, and even part of the communities impacted by tourism. While abroad, student groups also completed several diverse directed studies inspired by their academic disciplines; these included: A risk management plan and a carbon calculator that could be scaled from future field schools, a documentary film and a photo-voice project. *Pictured right: CapU students and hosts in Vietnam*
- » The School of Public Administration completed offerings of several PADM–MATI® courses for local government employees through May 2023. These offerings emerge from a renewed and strengthened



membership with the [Local Government Management Association](#). Students completing these courses are now one-step closer to graduating from CapU.

KÁLAX-AY | THE SUNSHINE COAST CAMPUS

- » Twenty-three Sunshine Coast community leaders representing non-profit organizations, employers and education providers came together on May 5 for the first 'Community Partnership Dialogue' to discuss regional needs and challenges regarding education and employment in the region. Joyce Ip, associate vice-president, strategy, analytics and transformation, facilitated the workshop, with recent demographic, education and labour market data provided by the institutional research team. Affordable housing, sufficient childcare spaces, accessible education programs and a lack of healthcare workers and skilled talent were challenges in the community. Building stronger relationships through collaborative initiatives found to be a key factor in actively solving these challenges.
- What are some of the most urgent upskilling & reskilling needs?
- » CapU and Nimbus Learning signed an agreement in early May to offer free online tutoring in the evenings and weekends to all Summer 1 Sunshine Coast students. This pilot project aims to trial Nimbus Learning's app/web-based platform and tutoring services to determine the value to CapU students in the future.
 - » In recognition of Red Dress Day on May 5, Bella Casey curated a red dress installation on the kálaš-ay campus, bringing awareness for Missing and Murdered Indigenous Women, Girls, and Two-Spirit People (MMIWG2S).
 - » A *Pathways to Higher Learning Current State Report* was completed to provide updated information about goals, student enrolment, budget, completion rates and challenges/successes. This information will guide discussions about the future structure and goals of this suite of Adult Basic Education courses for shísháhl learners.
 - » Eleven students graduated as health care assistants at kálaš-ay campus on April 6, 2023. They are all employed with VCH helping to meet the critical demand for quality health care in the local hospital, care homes and private residences.



INDIGENOUS EDUCATION & AFFAIRS

- » The Indigenous Student Services (ISS) recruiter and advisor made significant connections and met prospective students while attending the Nicola Valley Institute of Technology Career Fair in Merritt.



- » ISS team supported Jo-Ann Cook, groundskeeper, with a Sequoia tree planting ceremony to bring awareness to 215 children found at Tk'emlúps (former residential school site). Elder Latash and Delhia attended and shared beautiful words and a song. To date, 10,000+



unmarked graves have been discovered by ground-penetration radar work, with more former residential school locations yet to be assessed. We are honoured to join initiatives sharing ongoing awareness and healing.

- » Moose Hide Campaign (MHC) May 11, 2023: The ISS team committed to over 14 hours of fasting in honour of MHC. The Indigenous Student Centre streamed a virtual workshop, 'Cultivating safe spaces', in Kéxwusm-áyaḱn (ISC) facilitated by Elaine Alec from Syilx and Secwepemc Nations and Indigenous author of [Calling My Spirit Back](#). ISS team members Stevie Ray and Shasha set up an info table and distributed moose hide pins for everyone at the Birch Building entrance on May 10, 2023. Wearing the pin signifies your commitment to honour, respect and protect the women and children in your life and speak out against gender-based and domestic violence.



- » May 5 is MMIWG2S+ National Awareness Day: ISS hosted a ceremony and folks from all areas on campus gathered to attend. Doreen Manuel (Secwepemc/Ktunaxa) and Christine Leo (Lílwat) were honorary speakers. Thank you to everyone who attended and those who held this day in your heart. We felt your presence in spirit.



- » 2023 New summer student orientation: ISS team and Skw'cháys were present to welcome all new students. Online orientation territory welcome done by alumni James Beck, Skw̓xwú7mesh Úxwumixw—Squamish Nation and associate dean at NVIT.



- » The Centre for Teaching Excellence (CTE) 2023 Teaching and Learning Symposium shared space with Skwxwú7mesh Úxwumixw—Squamish Nation representatives. Elder Rose, Sesemyia hosted a workshop, Chief Gibby Jacob, Kakeltn Siyam, James Beck and Elder Latash welcomed all in attendance over the three days.



- » Work continues on the Indigenous Framework with the acting director, Indigenous education & affairs, along with the CFA president and the director, Indigenous initiatives Capilano Students' Union, collaborating to facilitate additional meetings for input from Indigenous students and employees, and directors with Líl'wat, x̣m̄əθk̄əȳəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations and the Métis Nation. We plan to share the draft framework (form to be determined) with the Senate Teaching and Learning Committee and the University in late summer/early fall with a goal to finalize in the fall.

LIBRARY

- » Strengthening knowledge, strengthening our team: Supporting CapU employees: to build our understanding of the region's Indigenous communities and find ways to act on the TRC Calls to Action, the library team went to the Squamish Lil'wat Cultural Centre this April. We had the great privilege of experiencing the photography exhibit, "Unceded: S7ULH TEMÍXW / TI TMICWKÁLHA / Our Land" in addition to the permanent exhibits. Whistler and this Centre were a new experience for many. *Pictured right: Library employees enjoying the first sunny day of April in Whistler.*



- » AI in Libraries, Un-Conference: in a staff and faculty collaboration, the library hosted this event on May 19. Full within 48 hours, the library has shown it's possible to lead in exploratory discussions on the impact of AI on libraries.
- » Services and engagement: Indigenizing: the library has a new guide to support non-Indigenous faculty in Indigenizing curriculum titled, [Territorial Acknowledgement and Situating Self](#).
- » Welcoming new students: with the aid of more than 140 students, we co-created [Volume 4 of the CapU Motivation Mix Spotify playlist](#) at the 2023 Welcome Services Fair on orientation day

- » Where Upcycling and Celebration Meet: back by popular demand! Working with the Capilano Students' Union, the library delivered an inclusive-oriented creative card-making event to celebrate Mother's Day using upcycled weeded library materials.
- » Poetry in the Commons: CapU student Sheyanne Sundahl shares her incredible talents as a poet with her community by writing personalized poems over the course of the winter term. Her presence stimulated conversations and inspired visitors. *Pictured right: Sheyanne Sundahl at the Learning Commons*



ACADEMIC INITIATIVES & PLANNING

- » CityStudio North Vancouver is pleased to welcome Katrina Driver to the team. Katrina is replacing Aderyn Davies as the CityStudio North Vancouver project lead while Aderyn is on maternity leave until September 2024.
- » CityStudio North Vancouver recently completed an exciting Spring 2023 term with 12 work-integrated learning collaborations with the City of North Vancouver and its partners. Spring 2023 partners included the North Vancouver Recreation & Culture Commission, the City of North Vancouver planning department, North Shore Search & Rescue, Silver Harbour Seniors Activity Centre and more.
- » Hubbub #8 was a great success on April 12, 2023 with 14 student projects and over 90 attendees, including city councillors, city staff, students, faculty and deans.

WORK-INTEGRATED LEARNING

- » The GrowthHub partnership with North Vancouver Chamber of Commerce and WIL Hub Co-Lab has two matches between faculty and business partners for summer 2023. This will enable around 50 students to engage in work-integrated learning experiences this summer term.

TEACHING & LEARNING

- » On April 14, we announced the [2023 Teaching Excellence Award Recipients](#) and celebrated at the 2023 Teaching and Learning Symposium Recipients' Dialogue on May 3. (Pictured below) Congratulations to Jerome Genz, Kofi J. S. Gbolonyo, Laura Harrison, David Kirk and Emma Trottier. The Centre for Teaching Excellence received 399 nominations for 158 faculty members and were reviewed by eight peer reviewers.



- » Over 120 employees and community members attended the 2023 Teaching and Learning Symposium. The symposium spanned three days online and in person with the theme of “Centering Health and Well-Being in Teaching and Learning”. Participants experienced two exceptional keynote talks from Peter Felten, PhD and [Sally Willis-Stewart, PhD](#) along with engaging [world café sessions and workshops](#) by CapU faculty. *Pictured right: Mary Watt, Bettina Boyle, Michelle Lebeau, Nazmi Kamal and Carrie Jung join Caroline Brendel Pacheco's World Cafe discussion "Collaborative Pedagogy and Circles of Dialogue".*



- » Brit Paris, director, teaching and learning, and Barry Magrill, educational developer, presented their research “Post-Pandemic Feedback Practices in Higher Education” at the 2023 University of Calgary conference on post-secondary learning and teaching.
- » Moodle 4.1 (also known as eLearn) launched on May 1. To support this transition the educational technology specialists in the Centre for Teaching Excellence have supported over 100 faculty in bi-weekly drop-in sessions and met with over 215 faculty in 1:1 consultation. The educational technology specialists also developed a self-serve resource on eLearn that has been visited 2096 times by over 200 faculty. There is also a self-serve resource, *Student Introduction to eLearn*, that all students are automatically registered in.
- » Indigenous resources for [BADM 106 Organizational Behaviour](#) and [BMKT 161 Introduction to Marketing](#) are now available on the Library Research Guides site. These important guides were developed by a team of faculty from the library, CTE and the School of Business, led by Alyssa Hamer, faculty associate for Open Educational Resources, during the Indigenous Business Resource Sprint in Spring 2023.

CREATIVE ACTIVITY, RESEARCH AND SCHOLARSHIP & GRADUATE STUDIES

- » Congratulations to the Student Research Symposium *Excellence in Student Research* awardees. This year’s symposium featured the work of over 80 students across various degrees and disciplines, serving as a platform for students to share their capstone/research projects with a broad audience.



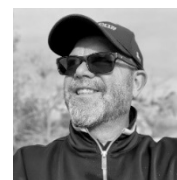
Pictured from left to right: A special congratulations to students, Bryn Kinders (Applied Behavior Analysis), Avery Froese (Motion Picture Arts), Shelley Ferguson (Psychology), Maria Mulder (Interdisciplinary Studies), Marshall Martin (Psychology), Karen Tadokoro (Early Childhood Care & Education) and Toni DiCastrì (Early Childhood Care & Education).

- » Congratulations to CARS-SSHRC Explore Grant awardees. The CARS-SSHRC Explore grant is made possible by institutional (block) funding from SSHRC. The grants support faculty-led, small-scale research projects in the social sciences and



humanities. After diligent peer adjudication, grant awardees are (from left to right): Adele Barclay—*Black Cherry: A lyric memoir of queer coming of age and sibling grief*; Alan Jenks —*Understanding the impact of physical activity on mental health in students*; and Sarah Yercich and Sean Ashley —*A strength- and resilience-based approach to understanding the lived experiences of intimate partner violence survivors*.

- » Congratulations to Faculty of Business & Professional Studies instructor, Todd Newfield and student research assistant, for their Mitacs grant. Partnering with Tyson Media, the CapU team will focus on the research, development and creation of new content and programming, as well as working on the technical side of media production.
- » Congratulations to Faculty of Arts & Sciences instructors, Chi-Fu Wu and Mark Wlodyka, who received a multi-term Mitacs research grant for their work with the Hynes Group. The project supports seven student research assistants and focuses on capturing and analyzing information in smart buildings to minimize energy consumption.



FINANCE & ADMINISTRATION

CORPORATE SERVICES

- » The District of North Vancouver hosted the BC Wildfire Resiliency and Training Summit at CapU's main campus from May 13–14. The campus' natural setting served as a great backdrop for this successful event.

FACILITIES SERVICES & CAMPUS PLANNING

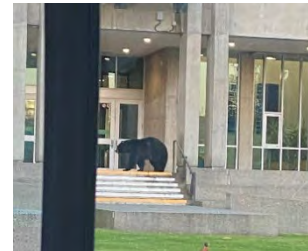
OPERATIONS

- » In April, Florencio de Dios joined as director, facilities operations. Florencio came to CapU from the West Vancouver School District where he served as facilities director and from the University of California Los Angeles (UCLA), where he was a facilities management assistant director. In his role at CapU, Florencio will oversee buildings and grounds maintenance and other related services.

SAFETY & EMERGENCY SERVICES

- » Safety & Emergency Services is establishing management systems for all regulatory areas in the business unit. The current focus is on campus security and re-writing the post orders to ensure all properties have consistent security processes. Building out of the security operations management system and ensuring compliance with the *Security Services Act* is ongoing.

- » In April, a wildlife safety campaign raised awareness of the wildlife on campuses and provided tips for staying safe when encountering wildlife. The campaign included a widely distributed safety



bulletin and an information table at the Birch Cafeteria on April 20. Since then, a hungry black bear has been frequently visiting the main campus which is a reminder to practice bear aware skills and to deter wildlife visits by using interior garbage cans where possible and bear resistant garbage cans outside.

CAMPUS PLANNING

- » We created a furniture replacement plan to address the imbalance of furniture throughout CapU campuses. As the University has grown and transformed, the demand for a variety of furniture types to create innovative environments to enhance the student experience has increased. This is CapU's first master furniture replacement plan, detailing the general condition of existing furnishings and includes a recommended timeline and anticipated replacement costs.
- » The Capilano University Space Committee is a pilot initiative. The space committee is responsible for the efficient, equitable and transparent prioritization of initiatives involving space allocation and will provide feedback on campus master planning initiatives as they impact space on our campuses.

PROJECT MANAGEMENT OFFICE

- » The student housing project perimeter fencing is now in place. The District of North Vancouver will issue the excavation permit by the end of May, initiating the construction work. The construction phase will be completed by Winter 2024, and the building occupancy in Summer 2025.

INFORMATION TECHNOLOGY SERVICES

- » IT services, together with the Centre for Teaching Excellence, completed a major upgrade to eLearn, maintaining security and providing users with a better device-friendly experience.
- » Phase one of the data collection utility/student information system (from Infosilem) integration was completed. This allows for better synchronization between the scheduling systems and Banner student management system and better tracking, management and reporting of class schedules and timetables.
- » The campus Wi-Fi system was updated. All Wi-Fi networks were combined into one single Wi-Fi network called "CapU" giving all students and employees easier access using their CapU credentials. The upgrade also included new wireless controller hardware, which improves the overall resiliency of the infrastructure.
- » A project team has initiated the search for a replacement Finance and HR Enterprise Resource Planning (ERP) solution. A Request For Information (RFI) process has been completed and a business case has been developed for Board of Governors approval. Updates will be communicated in the coming months.

- » We are acting on our commitments outlined in *Envisioning 2030* and *Illuminating 2030* and have started Digital Transformation here at CapU. "Digital transformation will allow Capilano University to deliver seamless and sustainable experiences where technology is an enabler of change to meet our commitments to learners, employees, and communities." Guiding statements have been proposed and will serve as guardrails throughout the process. We are currently in the consultation phase to gather information from the CapU community about how digital technologies are being used, where the challenges are and what the future of technology looks like to employees and students. This work will align with the Ministry's recently published [Digital Learning Strategy](#) and the digital learning framework.

POLICY, PRIVACY & GOVERNANCE

- » CapU's risk management team completed the risk register to formally identify, assess and evaluate the risks facing the University at this time. Developed with the senior leadership council and the executive team, the register outlines consequences, likelihood, controls and planned responses to anticipated risks.
- » A new public facing privacy website was developed and launched on May 3. Link: [Access to Information and Protection of Privacy - Capilano University](#) The website provides information regarding CapU's required compliance with the Freedom of Information and Protection of Privacy Act (FIPPA).
- » Reviewing and updating policies continued to be a focus this period. One new policy was developed and approved, four policies were updated and three out-of-date and no longer used policies were rescinded. A further 11 policies are in the final review and approval stages scheduled for completion and publication at the end of June. Learn more about [CapU's policies](#).

PEOPLE, CULTURE & DIVERSITY

HUMAN RESOURCES

- » On May 24, we hosted 51 employees at the annual Employee Long Service Awards luncheon with one employee celebrating 35 years of service and another celebrating 40 years of service.
- » The [New Employee Onboarding SharePoint site](#) is launched and functional. The site streamlines the onboarding process, reducing manual processes. It also helps fully engage the new employee before their first day and through their probation.
- » The Canada's Top 100 Employer's application was submitted on May 5, and a gaps and opportunities document created to see where we still have work to do. This application is our eighth year, and from this we have won recognition from BC's Top Employers for the last five years.
- » We hosted PensionsBC for two Municipal Pension Plan workshops and three College Pension Plan workshops. Four of the five workshops were full (40 participants) with waitlists. We will be hosting more sessions again in the fall.
- » As part of the performance management strategy project kickoff, the project team met in small groups with SLC to gather feedback and discuss what a future program could look like. The performance management

strategy project introduced groups to the process and helped to highlight priorities and guiding principles. The following steps are to align the decision-making process.

- » Led by HR, the Leadership Forum on March 30, 2023, continued the conversation for administrators on change management and the leader's role. Leaders challenged themselves in a "boat crash" survival simulation.

LEARNING & DEVELOPMENT

- » The team hosted two full-day manager-learning workshops for administrators, focusing on DiSC—Creating our Common Language and labour relations foundations.
- » Seventy-one employees have participated in the DiSC—Creating Our Common Language workshops since April.
- » At the executive retreat on May 11, the team led DiSC—Agile EQ, focusing leaders on understanding and utilizing the power of emotional intelligence.

EQUITY, DIVERSITY & INCLUSION

- » We received the report for the EDI audit from Veza Global. The executive team is reviewing the findings and a presentation to the campus community will be arranged.

COLLECTIVE BARGAINING

- » MoveUP: On April 6, 2023, the University filed for mediation through the Labour Relations Board. Mediation took place on May 10 & 12, 2023. On May 12, 2023, MoveUP asked the mediator to report out and officially issued 72-hour strike notice at 1:46 p.m. Job action began on May 15 with a ban on overtime, which progressively increased to a withdrawal of services throughout the University. No additional dates scheduled thus far.
- » CFA: The parties met on April 6, 17, 20, May 1, 4 and 29. The next scheduled dates are June 5 and 26, 2023.

STRATEGIC PLANNING, ASSESSMENT & INSTITUTIONAL EFFECTIVENESS

INTEGRATED PLANNING

- » The team requested a series of meetings with the academic leadership group to explore in depth the current planning needs from the University's academic direction and priorities. The goal is to understand what refinements to the process and template would best accommodate the academic needs and preferences for the next planning cycles.
- » The team is designing and organizing a set of activities for the upcoming Senior Leadership Council (SLC) retreat on June 20–22, 2023. These activities will support SLC in their planning efforts, particularly around collaboration and interdependencies.

ENVISIONING 2030

- » Since the hiring of a number of new employees, the planning team will coordinate efforts to re-introduce *Envisioning 2030*. SLC will get a reminder about the themes and priorities for years 4–6 during their retreat in June 20–23. A refreshed video explaining *Envisioning 2030* is in the works. The team is trying to identify opportunities to visit some areas of the University that have large numbers of new employees, in order to present the *Envisioning 2030* themes, goals and priorities.

STRATEGY, ANALYTICS & TRANSFORMATION

- » The team has been deeply focused on the annual Ministry FTE reporting requirements. The final domestic FTE count for fiscal year 2022/2023 is 3605, 65 per cent of the given ministry target. This reflects a 4 per cent decline (net loss of 154 FTEs) from the previous fiscal year. From a faculty perspective, the Faculties of Business & Professional Studies and Fine & Applied Arts experienced the largest declines with a -7 per cent (net loss of 70.6 FTEs) and -6 per cent (net loss of 54.7 FTEs) change respectively. It should be noted that the Faculty of Arts & Sciences experienced a slight growth of 1 per cent (net growth of 9.5 FTEs) this year, while both the Faculties of Education, Health & Human Development and Global & Community Studies experienced modest to small declines (-4 per cent, -24.7 FTEs and -2 per cent, -6.6 FTEs respectively). The final international FTE count for fiscal year 2022/2023 is 2192, a 28 per cent increase from the previous fiscal year. This increase suggests a resumption to pre-pandemic levels of international enrolment, which is supported by two of the biggest intakes of international students in this current fiscal year (23/24)—Summer 2023 and Fall 2023. From a faculty perspective, the Faculty of Arts & Science experienced the greatest growth (+48 per cent, net growth of 209.8 FTEs), followed by the Faculty of Business & Professional Studies (+39 per cent, net growth of 278.6 FTEs).
- » The team is also focused on finalizing the annual Institutional Accountability Plan and Report (IAPR). The IAPR is an annual report submitted to the ministry, which details how the University has met the various mandates. Specific details about the accountability framework is found [here](#).
- » Continued progress has been made on the CDW modernization and risk mitigation project, along with collaborations with AIP to develop dashboards in preparation for Review 2.0.

CONTINUING STUDIES

- » The process to review the continuing studies unit is still underway, including an operational review of key processes along with the strategic review of current upskilling and reskilling needs. Findings from these reviews will be analyzed in the next reporting cycle to inform potential next steps.

INTERNATIONAL

- » This summer saw the highest single international intake on record with 904 new international students registering in programs. This represented a 176 per cent increase over last year for the summer. The new intake resulted in 2,543 international students registered for the summer, which represents a 104 per cent increase over last year and 43 per cent increase over our largest previous summer intake in 2000.
- » The Fall 2023 international intake will also set a new and total registered international intake record. As of May 26, we have 1,596 new international deposits for the fall, representing a 115 per cent increase over fall 2022. With a record international intake in the summer 2023, we anticipate over 3,500 international students to be registered in September 2023.

- » While we are having ongoing success in attracting international students, we remain focused on increasing diversity of international learners and ensuring students are well prepared to succeed in their studies and new life in Canada. We have funding approved for hiring three new international student transition officers. These individuals will play a critical role in ensuring that incoming students register in the courses they need, are set up with housing and supported with a range of services to ensure they have a successful transition to study and living here.
 - » The first field school since the pandemic returned successfully from Vietnam this month. 22 students from six program areas travelled to Hanoi, Ha Long Bay and the Sapa region of Vietnam and had an incredible immersive intercultural learning experience. We have future field schools planned for Thailand, the Philippines, India, and Europe.
- 
- » CapU International is spearheading increased interaction with universities and colleges around the world through Collaborative Online International Learning (COIL). Last term, three instructors: Jennifer Nesselroad, Luis Villalba and Azita Shafai conducted COIL activities with university partners in the UK, Spain and Mexico respectively. Currently, under the guidance of our COIL specialist, Natasha Mrkic-Subotic, a further seven instructors are receiving COIL training and are seeking to conduct related projects in Germany, the Philippines, India and Indonesia, plus other countries. These kinds of activities are excellent ways of expanding intercultural knowledge for instructors and students and engaging the University globally.

STUDENT SUCCESS

- » The student success unit met as a whole and reviewed the new student mental health action plan. Each area worked to develop their unit action plan implementing those items identified that apply to their areas. Each area took their plans away for refinement and for future collaboration sessions.

ACCESSIBILITY SERVICES

- » All statistics for the accessibility services office show increased usage. 664 testing invigilations were conducted for the spring term. This brings the April 1, 2022 to Mar 31, 2023 fiscal total to 1,546.
- » 1,274 appointments were scheduled (exclusive of drop-ins) for the same fiscal period.

ATHLETICS & RECREATION

- » The CapU Rec Restorative Studio in Birch Building, room BR210, was introduced on May 9, 2023 and has been well received by CapU students. The restorative studio is open Tuesdays and Thursdays from May 9–May 30 between 10:45–11:45 a.m. for all CapU students and employees to drop-in relax and de-stress. Mats and other small equipment are provided for self-directed movement needs. Fifteen-minute stretch and interval training classes taught by a certified fitness professional are also provided in the room.
- » Capilano University won the bid to host the 2024 CCAA National Women's Soccer Championships, November 4–10, 2024. The event will take place on the North Shore, showcasing the beauty and experiences that this area has to offer. This event coincides with Capilano Blues Athletics 50th anniversary and the CCAA 50th anniversary celebrating excellence and the power of sport.

CAREER DEVELOPMENT CENTRE



- » We hired our new career development advisor, Ning Zhang who started on May 10. With the departure of long-time manager, Nancy Ng, Maja Horgas accepted the interim manager position with the centre.
- » Career development advisors conducted 148 student appointments through one-on-one virtual and in-person appointments. They facilitated 15 workshops covering different career development topics for 197 students, including 11 in-class workshops for Faculty of Business & Professional Studies and Faculty of Arts & Sciences. In addition, advisors collaborated with student affairs and CIE to deliver a 'Find Your Purpose' workshop to new students as part of Summer 2023 Orientation, introducing 88 new students to the importance of career planning.
- » Career ambassadors organized engagement initiatives around campus, including CDC Tabling, CDC In-Class Intro Presentations and LinkedIn Portraits Photo booth, reaching 70, 55 and 14 students respectively. They also represented CDC during the Summer Orientation Mini Fair & BBQ reaching 149 new students.

COUNSELLING & LEARNING SUPPORT

- » From February 4, 2023–May 29, 2023, 149 counselling appointments were attended (among them, 16 were drop-in/same day appointments).
- » The counselling team participated in the Spring Welcome Fair on May 4, 2023, meeting 61 new students and introducing them to our services and supports.

STUDENT AFFAIRS

- » On April 6, student affairs hosted its 3rd Annual Short Film Festival. This yearly event is an excellent opportunity for students and alumni in film to network and showcase their work. Three alumni guest speakers attended the event to share their feedback and experience from working in the film industry. Four student filmmakers got a chance to showcase their work to alumni and attendees. Students from different CapU departments shared their interest in film and created new meaningful connections.

- » Spring 2023 Peer Leadership Appreciation took place on April 5. This fun lunch-hour event celebrated 50 student employees and student volunteers from different peer leadership programs across campus!



- » Student affairs partnered with the Centre for International Experience to host New Student Orientation for over 1,050 new students who started their studies in summer 2023. Student affairs hosted an official orientation kick-Off on May 1 and facilitated eight workshops to set up new students for success. In

addition, on Thursday, May 4, in collaboration with the Centre for International Experience and School of Business, a new students BBQ and services fair saw 600 new students in attendance.

Once summer classes started, orientation leaders set up booths in the Birch Cafeteria and near the Purcell Bus Loop during the first week to answer any new students' questions and provide directions.



- » This summer, student affairs brought Wellness Wednesday Summer Games back. Wellness Wednesday Summer Games occurs in the Cedar Courtyard every Wednesday from 11:30–1 p.m. All students are welcome to drop in and play lawn games, connect with other students and learn about our well-being supports and services on campus.
- » As part of ongoing efforts to provide sexual violence prevention and education and to engage students in co-creating a safer and more caring campus culture, student affairs welcomed 29 students to the Building Connections and Community at CapU event on May 23—A session to enhance self-awareness and social learning about consent in a fun and collaborative way. In addition to food, games and prizes, group discussions reflected on cultural and interpersonal differences, how to treat each other with care and respect, and establish a greater sense of community and belonging at CapU.
- » Student affairs continues its partnership with [Qmunity](#) to offer in-person workshops for employees that build upon the online Gender Diversity & Queer Inclusivity module we launched December 2022. Phase 2 began May 2023 with the first of two series of workshops. The in-person gender diversity & queer inclusivity workshops enhance skills in communications, conflict resolution, understanding implicit bias and other interpersonal areas that shape our openness to our LGBTQ2S+ university community members. Through partnership with Human Resources and Centre for Teaching Excellence, employee participation in these workshops qualifies for professional development hours. Twenty-one people attended with nine committed to becoming community knowledge facilitators in a later phase.

STUDENT HOUSING SERVICES

- » **Summer student move-in:** We welcomed 54 new summer students to housing in May, representing a 38 per cent increase from May 2022. Fifty-two students continued their stay from Spring term, bringing our total number of students in housing to 106. This represents a 26 per cent increase from last May and nearly three times our pre-pandemic numbers for a summer term. As part of our commitment to sustainability, we efficiently accommodated all students in our main building, Grouse Hall, and closed Cypress and Seymour buildings to minimize our environmental footprint.
- » **Summer student employment:** We hired three student employees to assist in event planning throughout the summer. We continued our successful partnership with the tourism and hospitality program at CapU by employing one student for their summer practicum. Together, we successfully organized six events this month, contributing to a strong sense of community among our new and continuing students.

- » **Summer conference services:** A summer camp group is staying in housing for about six weeks. We will be hosting this group, demonstrating our commitment to maximizing facility utilization during the summer months. We remain focused on maintaining a healthy balance between student accommodations and group bookings, with priority given to our primary mission of serving students.
- » **Application for academic year 23/24:** At the close of our priority application batch on April 10, 2023, we received 386 applications, reflecting a 24 per cent increase from last year. We received 247 additional applications between April 11 to May 29, 2023, resulting in a total of 631 applications—a 49.5 per cent increase from last year. We are likely going to see over 60 per cent of applicants being waitlisted once we commence sending out housing offers in mid-June. We continue to manage our waitlist diligently and offer available spaces throughout the summer, ensuring we accommodate as many students as possible.
- » **New housing project:** The University is making progress on building its first on-campus student housing. Preparatory work to commence in June 2023, signaling a significant milestone in our ongoing efforts to address the shortage of student housing on the North Shore. This new housing project will play a crucial role in enhancing our students' experience and reducing the time our students spend commuting daily to campus.

REGISTRAR'S OFFICE

- » As we do three times during the year, student names were presented at the May Senate meeting for approval of our newest group of graduates. 821 students were approved for graduation with four-year baccalaureate degrees being the most awarded credential at CapU, with 280 successful students. The graduation team was busy printing credentials so that all who attend convocation in June will receive their parchments.

STUDENT RECRUITMENT & ADMISSIONS

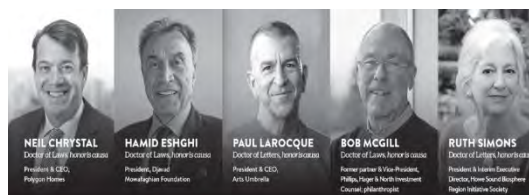
- » The team's participation in the virtual mini-fair hosted by PSBC was a tremendous success. We generated over 250 new leads during the all-day event. Our dedicated team wasted no time in reaching out to these leads, fully confident that we can convert them into enthusiastic applicants.
- » The application numbers for Fall 2023 have exceeded pre-pandemic levels, a true testament to the growing interest in our institution. Our admission team has worked tirelessly with various departments to issue offer letters and finalize acceptance letters. We couldn't be prouder of the outstanding response we've received.
- » In our continuous efforts to excel, we are actively collaborating with IT and EPBC to implement the B.C. Ministry of Post-Secondary Education and Future Skills' Gender Data Standards. By adhering to these standards, we're ensuring accurate and inclusive reporting, reflecting our commitment to diversity and equity.
- » Admission and recruitment teams have gone the extra mile to enhance their support for students' well-being. They recently participated in both mental health first aid training and a de-escalation workshop, equipping them with valuable skills to better assist students.

UNIVERSITY RELATIONS

University relations includes the departments of communications, government relations & community engagement, marketing & digital experience, philanthropy & alumni relations and university events. University relations' goals are to: enhance the University's reputation, develop positive relationships and secure resources to support University priorities.

COMMUNICATIONS

- » Communications led internal and external communications for [Asian Heritage Month](#), featuring a variety of activities designed to engage and inspire through change education and open dialogue. Communications included Constant Contact messages to students and employees and ongoing social media and *Frontlines* posts. The senior communications officer, internal, also scripted for the joint [video statement](#) from CapU, the CSU, CFA and MoveUp.
- » The team provided communications leadership for several initiatives and announcements, including: [this year's honorary degree recipients](#) (including a media ad buy with support from marketing & digital experience); the [reappointment of Yuri Fulmer as chancellor](#); [CapU becoming the first Unreal Engine authorized training centre in Western Canada](#); and [Coca-Cola Refreshing Films selects CapU student duo as finalists in North American film competition](#). They also provided event communications support for the HDR event in May, the alumni awards, employee long-service awards and convocation.
- » Through strategic use of LinkedIn to share stories, updates and information that would appeal to current and prospective donors, employees, parents, students and alumni, the CapU LinkedIn account gained over 1,300 new followers during this period, more than a three per cent increase in followers in 44 days.
- » The director, communications updated the flag policy consistent with federal standards and had it approved by the Senior Leadership Council.



GOVERNMENT RELATIONS & COMMUNITY ENGAGEMENT

- » Media training sessions for the executive team took place on April 5 to build capacity and strengthen the skills of Capilano University's leadership group in representing the University.
- » CapU's vice-president, university relations Jennifer Ingham, communications director Pamela Findling and senior advisor, public affairs Linda Munro continued to meet regularly with government relations consultants from Global Public Affairs.

- » The senior advisor, public affairs met with editors and representatives of North Shore News and BC Business to continue to foster relationships.
- » The team represented CapU on CiCan updates from Ottawa calls and gathers information on CiCan advocacy work and federal funding opportunities for post-secondary institutes. They also supported President Paul Dangerfield in preparing to represent CapU as a panelist on artificial intelligence on CiCan's Perspectives Live show on May 17.



S2E5 Perspectives LIVE : Artificial Intelligence: Friend or foe?

MARKETING & DIGITAL EXPERIENCE (MDX)

- » **New digital media student assistant:** Third-year Tourism Management student Grace Le joined our team in May as a digital media student assistant. Witnessing tourism growth in her home country, Vietnam, inspired Grace to pursue her studies and future in the industry. We are thrilled to have her on the team through the summer term. Look for her content on Capilano University's TikTok and Instagram channels.
- » **Admitted student conversion strategy:** To support an improved experience for admitted students, MDX led a service blueprinting process with members of recruitment, admissions and student success. This process involved mapping the student journey from application to enrolment, both from the student's perspective and the institutional perspective. The resulting fall conversion strategy delivered key tactics that included enhancing 40 admission emails with welcoming and clear language, imagery and video. MDX also built a conversion-focused landing page to encourage admitted students to take the next steps in becoming CapU students. Finally, we created a celebratory video welcoming new students to the community and providing a sense of life and learning at CapU.
- » **Website vision, strategy and roadmap:** Working with user experience (UX) expert Nova Ray Consulting, MDX has developed a vision, strategy and roadmap for capilanou.ca. This project was highly collaborative and included a core working group with members of MDX and IT services along with key contributors from across the University. The outputs of the process include website audience archetypes, a vision statement, core guiding principles, prioritization methodology and a strategic product roadmap for capilanou.ca. We are currently working through plans for next steps and implementation of the roadmap.
- » **Annual department planning sessions:** We have been busy planning 2023–24 marketing and digital initiatives alongside our departmental partners. In April and May, MDX conducted strategic planning sessions with 11 departments, including both academic and administrative units. Each planning session included a report of the previous year's marketing and digital tactics along with metrics to measure success. We then facilitated collaborative virtual workshops with each department to align on major priorities and goals for the year ahead.

- » **Alumni Awards of Excellence:** In April, MDX supported the philanthropy and alumni relations team's 2023 Alumni Awards of Excellence. Along with designing Studio 54-inspired invitations and ads, the team managed advertising. The strategy was highly successful, exceeding our final registration goal by 30 per cent with MDX only having to use half of the allotted advertising budget.

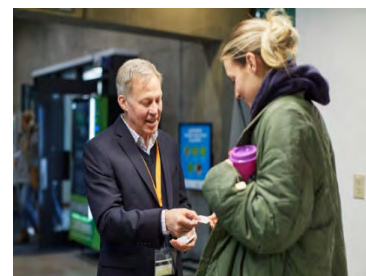


- » **Centre for Childhood Studies construction site signage:** Hoarding signage was installed at the construction site for the new Centre for Childhood Studies. The hoarding acknowledges the many donors who generously contributed to the planning and construction of the new centre. Images of art gathered from the children at the existing childcare centre were incorporated into the design.



PHILANTHROPY & ALUMNI RELATIONS

- » On April 18, Paul Dangerfield hosted a donor stewardship event in the student affairs office for donors who gave generously to the Eat Care Share food fund that support students facing food insecurity. Donors learned about the student services provided through the student affairs office and engaged in conversation with students and employees. During the event, we distributed food meal cards to the surprise of students who were on campus during exam time.



- » Every year in early spring, the Foundation connects with loyal annual donors to renew their pledge commitments for student scholarships, bursaries and awards. During the reporting period, \$75,513.85 was secured to renew existing awards for the 2023–2024 academic year.

- » On April 5, several CapU donors and corporate sponsors presented their awards to students at the annual CapU Blues Athletics Awards Banquet. A new sponsorship from TD Insurance Meloche Monnex Inc. provided two new awards for Female and Male Athlete of the Year. TD Insurance associate vice-president, Affinity Market Group, Max Stiles presented the awards to Kirsten Abo (women's basketball) and Tyrone Asenoguan (men's basketball).



- » Sponsorship support from three corporate partners (Evo, BC Lions and Optimum Paintball) helped to welcome new students to CapU through their participation in the Summer Orientation Welcome Fair on May 4.
- » Renewed sponsorships in support of the Alumni Awards of Excellence included gifts from: Neptune Terminals (Enduring Award Sponsor \$5,000); North Shore News (Creative Award In-Kind Sponsor \$5,000 value in advertising); and DIALOG (Silver Sponsor \$1,000). New sponsorship for the Confident Presenting Award Sponsor (\$5,000) from Clark Wilson LLP, and a special address from managing partner, James Speakman, was included in the alumni awards program. TD Insurance and Virgin Hickman were recognized as affinity partners of the CUA, and Bell Mobility as the alumni perks app partner.
- » On Wednesday May 10, a special reception was hosted for all CapU honorary degree recipients from the past 14 years. The evening touched on CapU's plans to transform the student experience and highlighted the growth plan for our campuses in the next few years. Guests were greeted with a welcome drink sponsored and provided by CapU alumni-owned business, Copperpenny Distilling. The evening featured performances from students of the Sarah McLachlan School of Music, and an announcement of the new Sarah McLachlan School of Music Entrance Award at Capilano University. With a \$250,000 commitment, the entrance award will provide support to students who have attended the Sarah McLachlan School of Music and are entering any program of study at Capilano University for their post-secondary education.



ALUMNI RELATIONS

- » After a two-year hiatus, the 2023 Alumni Awards of Excellence returned on April 12 with a welcome back from Jennifer Ingham, vice-president, university relations, to the in-person celebration at the Polygon Gallery. Five CapU alumni were honoured. 125 guests attended with special performances (including a light show and acrobats provided by Underground Circus), musical entertainment and an inspiring panel



discussion. The event was a huge success thanks to the contributions from all involved, including our sponsors, MDX and university events.

Our five extraordinary CapU alumni awards recipients were featured in *Capsule* and North Shore News leading up to the 2023 Alumni Awards of Excellence event. Read the [Capsule profiles](#) and North Shore News [feature](#).

- » On May 2, alumni relations hosted a TEDx CapilanoU event at the BlueShore Financial Centre for the Performing Arts Theatre. With the theme of “Co-existence through transformative education,” inspirational CapU alumni and faculty shared their perspectives on how transformative education can help us co-exist peacefully and develop a deeper understanding of what we need to do to move forward on the basis of one health, one planet. Thank you to all involved, including the university events team, wonderful speakers: Karen Joseph, Martin Gregus Jr, Rakeli Maina, Thomas Flower and V Victoria Shrof, and our incredible host, Daniel Levangie. A recording of the event will be posted to the TEDx website.



UNIVERSITY CAPITAL CAMPAIGNS

May is Child Care month so it was a great time to thank our business leaders and North Shore donors for their support of CapU’s Centre for Childhood Studies (CCS) capital project. In mid-May, we published ads in *Business in Vancouver* and the *North Shore News*, thanking donors for their support and speaking about the important work that will be done through the Centre. The University also began discussions with the design group, Public, to create donor recognition elements that celebrate the companies, foundations and individuals that generously gave to the CCS campaign.



UNIVERSITY EVENTS & CEREMONIES

- » One of the returning events this year was the Alumni Awards of Excellence at the Polygon Gallery in Lonsdale Quay. This year’s theme was “Club Renaissance” and thanks to an excellent brand design by MDX, the events team had lots of fun bringing in disco décor and creating a club vibe for the guests. The reception featured wine fairies (pictured right) who poured drinks while hanging upside down, as well as a light poi performer who gave the guests a surprising sneak peek at the award recipients. Following the reception, this year’s five honoured alum were presented with their awards and then interviewed in a panel-style format. The audience was able to learn more about them and their exciting journeys. Their inspiring stories produced many laughs and even a few tears.



- » Ceremonies and Protocol Officer Alexa Morgan facilitated an on-campus weeklong graduate portrait session for spring graduands during the week of April 17. This is always a great opportunity for CapU grads to take portraits in regalia in advance of their convocation and obtain business portraits for their resumes. GradImages said the portraits session were incredibly popular and they barely had a free time slot all week.
- » On May 2, the events team assisted the alumni department again in producing TEDx CapilanoU. This extremely popular event sold out in less than two hours and the presentations did not disappoint. Taking place in the BlueShore Financial Centre for the Performing Arts Theatre, presentations addressed the pressing issues we face and provided ideas to spark dialogue, optimism and positive action.
- » In partnership with the philanthropy and alumni relations team, university events facilitated the first honorary degree recipient reception, in person graciously hosted by fellow honorary degree recipient Sarah McLachlan. This evening event provided an opportunity for CapU's extraordinary community of HDRs to connect, engage and learn more about the university's vision for the future. Guests at the event enjoyed wonderful food prepared by the host's favourite chef, welcome cocktails by CapU alum business Copperpenny Distillery and wonderful entertainment performed by students and alumni from the Sarah McLachlan School of Music.





BOARD OF GOVERNORS REPORT

AGENDA ITEM 8.1: B.310 Protected Disclosure (Whistleblower) Policy	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTERS: Tally Bains, VP Finance and Administration Jacquetta Goy, Director, Risk Management	

PURPOSE

The purpose of this report is to provide the Board of Governors with background information on B.310 Protected Disclosure (Whistleblower) Policy and recommend that the Board of Governors approve the revised policy.

MOTION

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the revised B.310 Protected Disclosure (Whistleblower) Policy as presented.

BACKGROUND

The table and report below provide a high-level summary of this policy.

Policy Number and Name:	B.310 Protected Disclosure (Whistleblower) Policy		
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input checked="" type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input type="checkbox"/> Governance and Planning Committee	
Category:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Review <input type="checkbox"/> Rescind	If Review or Rescind selected, complete:	
		Issue Date:	February 16, 2016
		Revised Date:	
		Next Review Date:	May 2028
Procedure # and Name:	B.310.1 Protected Disclosure (Whistleblower) Procedure		
VP Responsible:	Tally Bains, Vice President Finance and Administration		
Proponent Responsible:	Jacquetta Goy, Director, Risk Management		



Rationale for creation/review/rescinding

B.310 Protected Disclosure (Whistleblower) Policy was created in February 2016 and is overdue for review.

Context / Summary

The Policy outlines the intent and process for members of the University community to make protected disclosures (also known as whistleblowing) in the knowledge that disclosures made in good faith will not result in reprisal. Since the policy was initially created a number of other policies and procedures with reporting and disclosure mechanism have been created or updated. This revision includes references to those mechanisms so that those who wish to make a report or disclosure and those charged with investigation or response have clarity as to the process to follow.

Risk, Benefits and Strategy alignment

This policy provides an important mechanism to raise concerns about wrongdoing, and this forms a key part of the risk management process for the University. The revisions to the policy will also help to prepare the University for the anticipated application of the Public Interest Disclosure Act to the post-secondary education sector in BC with new regulations to be published in June 2024.

Consultation

The revision to this policy were completed by the Director, Risk Management and the Strategic Director People, Culture and Diversity. Guidance produced by the Post Secondary Employers Association was used to inform policy and procedure revisions. It is anticipated that a legal review will be undertaken when the policy is updated next year after the new Public Interest Disclosure Act Regulations are published.

Review and approval process timelines

Date	Committee or Group	Purpose
3 April	SLC Policy Sub-Committee	Review, propose improvements and determine if ready for SLC consideration.
April 4 -21	Capilano University Community – posted on Frontlines	For community feedback
19 April	SLC	To review, ask for further amendments if required or recommend for Board sub-committee consideration
5 June	Audit and Risk Committee	Review, request amendments if required or recommend for Board approval
27 June	Board	Final approval

Procedure summary

The supporting procedure, B.310.1 Protected Disclosure (Whistleblower) Procedure has also been reviewed and updated. This procedure outlines the processes for disclosing, investigating and reporting on Wrongdoing and includes instruction on responding to incidents of reprisal or threats of reprisal. It was determined that the only changes needed at this time were limited to updating titles and other changes of a housekeeping nature.




Plan for associated training or awareness raising

Advice will be obtained from the Communications team on appropriate awareness raising for this policy and B.217 Fraud Reporting and Investigation Policy for both Administrators and all members of the University Community with launch of communications materials to follow policy approval. To further support this policy a reporting and investigation flowchart is being developed and an option to implement dedicated reporting software is being explored.

Attachments:

#	Name
1	B.310 Protected Disclosure (Whistleblower) Policy

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.310	<u>Vice-President, Finance and Administration</u>		
Policy Name			
Protected Disclosure (Whistleblower) Policy			
Approved by	Replaces	Category	Next Review
Board	Memo-55		
Date Issued	Date Reviewed	Related Policies, Reference	
February 16, 2016		B.310.1 Protected Disclosure (Whistleblower) Procedure E.B.5101 Discrimination, Bullying and Harassment Policy <u>B.217 Fraud Prevention and Investigation Policy</u> B.506 Standards of Conduct Policy E.703 Student Behaviour Policy <u>B.701 Student Code of Conduct</u>	

1 PURPOSE

- 1.1 In all its activities Capilano University ("the University") seeks to maintain the highest standards of ethical conduct and to promote a culture based on honest, transparent and accountable behaviour. It is the expectation that all members of the University community will comply with all applicable regulatory frameworks and University policies. In the event that situations arise where the expected standards are not met, the University recognizes that the good faith disclosure of Wwrongdoing ("whistle blowing") is a necessary and valuable service to all its stakeholders and must not be cause for reprisals.
- 1.2 The University is committed to acting immediately on any reported Wwrongdoing. So that the University can take prompt action, Members of the University community, acting in good faith, are encouraged to responsibly disclose to University authorities Wwrongdoing without fear of reprisal. Members of the University community can expect that such disclosures will be treated with due confidentiality in accordance with B.700 Privacy and Access to Information Policy and protection of the individuals involved.

- 1.3 This Policy provides a ~~mechanism/procedure~~ for ~~the confidential making of such~~ good-faith disclosures, protection of those who make such disclosures from reprisals, and ~~sets out the University's approach a mechanism~~ for ~~the~~ appropriate investigation of and response to such disclosures. ~~Suspected wrongdoing should be reported in accordance with the Protected Disclosure (Whistleblower) Procedure (B.310.1).~~
- 1.4 Nothing in this Policy relieves those responsible for the administration and management of University academic, administrative or service units from the responsibility of addressing situations of ~~Ww~~ wrongdoing in accordance with good management practices and existing policies, guidelines and procedures. ~~Moreover, it is also the expectation that members of the University community will continue to use existing channels to report wrongdoing and only resort to this Policy if such existing channels prove ineffective or are inappropriate in the circumstances.—~~
- 1.5 ~~All Members of the University Community are encouraged to report Wrongdoing through the complaint, reporting, or disclosure processes provided for by applicable policies and procedures of the University, described in 2.2 below, or using the Protected Disclosure (Whistleblower) Procedure (B.310.1).~~
- 1.6 ~~Any Mmember of the University community who is uncertain about their possible duty to report or unsure of whichat policy or procedure to follow channel is appropriate~~ in a particular instance may seek advice from the Vice President, Finance and Administration or the ~~Director, Human Resources Vice President, People, Culture & Diversity~~
- 1.7 ~~If a report is made concurrently through more than one policy or procedure the Vice President, Finance and Administration and the Vice President, People, Culture & Diversity will, in discussion with the reporting individual, determine the most appropriate process to follow.~~

2 DEFINITIONS

- 2.1 For the purpose of this policy and the Protected Disclosure (Whistleblower) Procedure (B.310.1), the following definitions apply:

“Agent” means an individual who is authorized by the University to act on its behalf.

“Audit and Risk Committee” means the University Board of Governors Audit and Risk Committee.

“Board” means the University Board of Governors.

“Contractor” means an individual retained under contract to supply goods or perform services for the University.

“Discloser” means a Member of the University Community who makes a written report of alleged Wrongdoing under this Policy or pursuant to a law.

“Disclosure” means any written submission of information reporting alleged Wrongdoing in an acceptable form outlined in this Policy to the appropriate University official

“Employee” means any ~~person individual~~ employed ~~for wages or salary~~ by the University ~~and includes faculty and staff~~.

“Fraud” means any deliberate act of deception committed for the purpose of gaining an unauthorized benefit or depriving the University of a benefit. Fraud includes, but is not limited to, an act, irregularity or activity that is unethical, dishonest, improper, or illegal such as:

- a. misappropriation, misapplication, theft, destruction, removal or concealment of University funds, securities, assets, property, supplies, inventory, furniture, fixtures or equipment, records, trade secrets and intellectual property or services;
- b. any breach of a finance-related fiduciary duty or obligation of confidentiality;
- c. forgery, falsification, or alteration of any paper or electronic documents or records;
- d. inappropriate use of computer systems including hacking and software piracy;
- e. authorizing or receiving payment for goods or services not received or performed;
- f. authorizing or receiving payment for time not worked;
- g. false claims and/or misrepresentation of information and/or documents;
- h. altering or deliberately reporting incorrect financial or personal information for either a personal or University advantage;
- i. any claim for reimbursement of expenses that are not incurred for the benefit of the University;
- j. bribery, kickbacks or rebates (given or received)
- k. identify theft; and
- l. misrepresentation of credentials or status with the University.

“Good Faith” means honestly intended actions based on reasonable belief and which are not malicious, frivolous or vexatious in nature.

~~**“Innocent Respondent”** means a Member of the University Community who is named in a Disclosure as having committed some Wrongdoing and is found, on investigation, to be innocent of the charges, or who did not know or could not reasonably be expected to know that his/her activity constituted Wrongdoing (an innocent violation).~~

“Members of the University Community” means employees, students, ~~contractors,~~ agents, Board members and or any volunteers engaged in a sanctioned University activity.

“Protected Disclosure” means any Disclosure of Wrongdoing made under this Policy when one is acting in Good Faith and on the basis of a reasonable belief of Wrongdoing

“Reprisal” means an act of retaliation such as to harass, discriminate, threaten, demote, discipline, suspend, dismiss or otherwise disadvantage the individual, adversely affect the

individual's employment, enrolment, working conditions or learning conditions, or deny the individual a benefit.

“Wrongdoing” means any deliberate act of commission or omission in the context of University related duties and activities that is dishonest, unethical, irregular, or appears to involve a conflict of interest including but not limited to:

- a. abuse of public trust;
- b. , or is potentially unlawful, endangering to any person or the environment; or injurious to Capilano University's interests. Wrongdoing includes, but is not limited to,
- c. Fraud or any serious gross financial misconduct or mismanagement;
- d. breach of University policy and/or procedures;
- e. and/or violation of a legal or regulatory requirement; and including theft;
- f. fraud or misappropriation of University assets; destruction, removal or concealment of University records or property, forgery, falsification of University documents; and/or making false claims or statements. Wrongdoing includes gross or systemic mismanagement or abuse of authority;
- g. any other act or omission that could seriously damage the University's operations, reputation, or financial standing;
- h. knowingly directing or counselling a person to commit a Wrongdoing or colluding with another to commit Wrongdoing;
- i. Wrongdoing also includes obstructing a person's right to disclose Wrongdoing as outlined in this Policy and
- a-j. any Reprisals for seeking advice about or reporting Wrongdoing or participating an investigation of Wrongdoing as outlined in this Policy.

“Volunteer” ~~means an individual who provides a service to the University without being paid.~~

3 SCOPE

3.1 This Policy applies to all members of the University Community ~~(as defined below)~~ and deals with acts of Wrongdoing ~~(as defined below)~~ that are committed by employees, students, contractors, agents or volunteers.

3.2 This Policy is not intended to replace policies and procedures ~~already in effect to deal with academic dishonesty, employee or student conduct, harassment or other related issues developed for the following specific matters:~~

- a. Unsafe acts must be immediately reported to a supervisor under B.420 Safety and Emergency Services Policy or if life threatening to 911 and then to Campus Security;
- b. suspected fraud or theft or misuse of university assets must be reported to under B.217 Fraud Prevention and Investigation Policy and B.217.1 Fraud Investigation Procedure;

- c. suspected discrimination, bullying or harassment must be reported in line with B.5.11 Discrimination, Bullying and Harassment Policy and B.511.1 Discrimination, Bullying and Harassment Procedure;
- d. human rights, diversity, inclusion and equity concerns that are not discrimination, bullying or harassment related may be reported under B.512 Human Rights, Diversity, Inclusion and Equity Policy;
- e. reports about student non-academic misconduct that is not harassment, discrimination, or sexual violence should be raised in accordance with B.701 Student Code of Conduct Policy and associated procedures;
- f. suspected academic and research integrity matters should be reported and managed in line with S2017-05 Academic Integrity Policy and S2017.05.1 Academic Integrity Procedure;
- g. disclosures and reports relating to Sexual Violence will be managed with the B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedures.

3.2 Nothing in this Policy shall limit or amend the provisions of collective agreements entered into by the University and its employee groups.

3.3 This policy and its associated procedure are separate from any criminal or civil proceedings. The University is not responsible for determining violations of criminal or civil law, and will fully cooperate in any criminal investigation.

~~3.3.4~~ To clarify article 2.1, this Policy is not designed to question financial or other decisions taken by the University, the Senate, the Board of Governors or the Government of BC.

~~3.4.5~~ This Policy is intended to encourage and enable members of the University Community to raise serious concerns regarding Wrongdoing ~~(as defined below)~~ within the University rather than seeking resolution outside the University.

4 POLICY STATEMENT

4.1 Requests for Advice

4.1.1 A Member of the University Community who is considering making a Protected Disclosure may request advice from the Vice President, Finance and Administration or the ~~Director, Human Resources~~ Vice President, People, Culture & Diversity. The Vice President, Finance and Administrator or the ~~Director, Human Resources~~ Vice President, People, Culture & Diversity may require the request for advice to be in writing. Care should be taken to when requesting advice to only include personal information that is necessary in order to request advice.

4.2 Disclosure of Wrongdoing

4.2.1 Members of the University Community who observe or become aware of conduct that they believe, in Good Faith and on reasonable grounds, constitutes Wrongdoing, including being asked

to commit a Wrongdoing, should make a Protected Disclosure immediately in writing to their supervisor or the Vice President, Finance and Administration, and copied to the President. Supervisors who receive a Protected Disclosure must forward them to the Vice President, Finance and Administration.

~~4.2.2 Protected Disclosures may also be made by~~ The University has also established a dedicated email address (whistleblower@capilanou.ca), which can be used to report Protected Disclosures. Emails sent to this address will be received by the Audit and Risk Committee Chair and the Board Chair. Any Protected Disclosures that are reported using the dedicated email address will be shared with the Vice President, Finance and Administration with the exception of disclosures that allege that the Vice President, Finance and Administration or the President are engaged in Wrongdoing.

~~4.2.2.3~~ In the event that a Member of the University Community has reasonable grounds to believe that the Vice President, Finance and Administration or the President are engaged in Wrongdoing, the Protected Disclosure should be made directly to the Audit and Risk Committee Chair and ~~copied to the~~ Board Chair.

~~—Members of the University Community making a Protected Disclosure must be acting in Good Faith and have reasonable grounds for believing the information disclosed.~~

4.2.4 All Protected Disclosures will then be reported to the President with the exception of reports that involve the President.

4.2.5 Disclosures and requests for advice may be made anonymously, however investigation may not be possible if they do not contain enough information to conduct an investigation.

4.3 Investigation of Wrongdoing

4.3.1 The University will take all appropriate action in a timely manner to carefully, fully and fairly investigate Protected Disclosures, including legal action as necessary.

4.3.2 Investigations of Protected Disclosures will be overseen and coordinated by the Vice President, Finance and Administration unless otherwise directed by the Chair of the Audit and Risk Committee of the Chair of the Board.

4.3.3 Investigations will be conducted with an appropriate level of confidentiality, and with respect to the requirements of any legislation or applicable collective agreement or other agreements in effect that the time of the Wrongdoing.

4.4 Fair Treatment and Confidentiality

4.4.1 All Members of the University Community involved in allegations of Wrongdoing will be treated fairly and impartially and will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies, and collective agreements in effect at the time of the alleged Wrongdoing.

4.4.2 All Protected Disclosures made under this Policy and all investigations will be handled in a confidential and sensitive manner and in compliance with B.700 Privacy and Access to Information Policy.

4.4.3 The University will make reasonable efforts to keep confidential the name(s) of all person(s) reporting allegations of Wrongdoing and the details of the Protected Disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure. However, disclosure may be required in order for the University to investigate the matter or to take disciplinary or other actions. Confidentiality is not the same as anonymity, and those individuals who are reported will, in most cases, be entitled to know the name of the person who has reported them.

8.4.4.4 Where it is determined to be reasonably necessary, Confidential Information may be disclosed to the appropriate individuals in line with B.700 Privacy and Access to Information Policy in order to:

- a. protect health and safety;
- b. ensure a full and fair investigation into the complaint;
- c. implement corrective measures; 8.2.4 obtain legal advice; or
- d. inform law enforcement of reasonably suspected criminal activity or serious risk of bodily harm to an individual in keeping with privacy legislation.

4.4.34.4.4 All Members of the University Community involved in a Protected Disclosure or an investigation shall keep the details and results confidential and not disclose any information without authorization.

4.4.5 A breach of confidentiality is a serious disciplinary offence and may result in discipline, up to and including termination of employment or expulsion from the University as appropriate.

4.5 Protection from Reprisal for Disclosing Wrongdoing

4.5.1 The University will not tolerate any Reprisal, either direct or indirect, against anyone who, in Good Faith:

- a. has sought advice about making a Protected Disclosure;
- b. has disclosed, threatened to disclose or is about to make a Protected Disclosure;
- c. has objected or refused to participate in any activity; or
- d. has cooperated or plans to cooperate in an investigation under this Policy.

4.5.2 The University will take all reasonable steps to ensure that Disclosers are protected from Reprisals that fall within the authority of the University as a consequence of seeking advice on making a

Protected Disclosure, making a Protected Disclosure, declining to participate in a Wrongdoing or cooperating in an investigation of Wrongdoing.

4.5.3 A Member of the University Community who retaliates against a Discloser who seeks advice on making a Protected Disclosure, makes a Protected Disclosure, declines to participate in a Wrongdoing or cooperates in an investigation of Wrongdoing is subject to disciplinary action up to and including termination of employment or expulsion from the University as appropriate.

4.6 Disclosures that are Not Good Faith Disclosures

4.6.1 A Discloser who knowingly makes a Disclosure that is not a Good Faith Disclosure will be subject to disciplinary action up to and including termination of employment or expulsion from the University as appropriate

4.7 Protection of the Person Being Investigated

4.7.1 All persons named in or affected by a Protected Disclosure will be treated fairly and consistently regardless of their position or length of employment at the University, and all reasonable steps will be taken to protect their identity. All respondents will maintain the rights, privileges and protections afforded to them through applicable legislation, University policies and collective agreements in effect at the time of the Protected Disclosure.

~~4.7.2 An Innocent Respondent or a respondent who commits an innocent violation shall not be subject to Reprisal, and the University shall take all reasonable steps to protect the position, reputation, privacy and confidentiality of such respondents.~~

4.8 Results of Investigation of Disclosure of Wrongdoing

4.8.1 Any resulting actions will normally be determined by the Vice President, Finance and Administration on the advice of the ~~Director, Human Resources Vice President, People, Culture & Diversity~~. Should that not be the appropriate body, then the Audit and Risk Committee Chair will make the determination. Relevant information will be turned over to law enforcement authorities in circumstances where that action is deemed appropriate.

4.8.2 Any individual(s) named in the Protected Disclosure will be advised of the results of the investigation by the Vice President, Finance and Administration after any resulting disciplinary action has been determined. This is a confidential communication.

4.8.3 ~~A Respondent who is not found to have committed a Wrongdoing shall not be subject to Reprisal, and the University shall take all reasonable steps to protect the position, reputation, privacy and confidentiality of such respondents.~~

~~4.8.2~~4.8.4 ~~4.8.3~~ All files and documents pertaining to the Protected Disclosure, the investigation and the investigator's report shall be retained by the Vice President, Finance and Administration for a minimum of five (5) years.

5 RESPONSIBILITIES

5.1 It is the responsibility of the President to put into place and ensure that Members of the University Community are made aware of procedures, processes and resources in place to implement this Policy.

5.2 The President has appointed the Vice President, Finance and Administration with the support of the Vice President People, Culture and Diversity to act as Designated Officer for advice, disclosure, investigation and actions arising from Protected Disclosures.

5.15.3 Members of the University Community are often in the best position to observe and report Wrongdoing because of their proximity to day to day University operations. The University relies on these individuals to report such activities in order to take prompt corrective action.

5.25.4 It is the responsibility of all Members of the University Community to comply with the law and the University's policies, and to report any Wrongdoing or suspected Wrongdoing related to the University.

5.5 Supervisors and managers are responsible for familiarizing themselves with this policy, receiving and responding to requests for advice about Protected Disclosures from employees, protecting their confidentiality and referring Protected Disclosures to the Vice President, Finance and Administration.

5.35.6 The Board, having the responsibility for the governance and control of the University and its accountability to stakeholders, is committed to ensuring that the University adheres to the highest standards of probity in its operations and provides an avenue for Members of the University Community to make Protected Disclosures within the University. It is the responsibility of the Board to:

- a. provide an avenue for receiving and acting on Protected Disclosures within the University, which includes a channel for direct reporting to the Audit and Risk Committee Chair;
- b. provide an avenue for receiving and acting upon allegations of Reprisal against Disclosers; and
- c. review reports from the Vice President, Finance and Administration on Protected Disclosures received under this Policy and actions taken.

~~5.4 It is the responsibility of the President to ensure that Members of the University Community are made aware of procedures, processes and resources in place to implement this Policy.~~

6 ANNUAL REPORT OF WRONGDOING

- 6.1 Once per academic year, the Vice President, Finance and Administration will report to the Audit and Risk Committee, which report shall include:
- a. the number of requests for advice about disclosing information;
 - b. the number of Disclosures filed by Disclosers and the number acted on and not acted on;
 - c. the number of Protected Disclosures investigated;
 - d. the findings and recommendations of investigations conducted pursuant to a Protected Disclosure; and
 - e. any action taken pursuant to an investigation or the reason(s) why no action was taken.
- 6.2 The annual report of Wrongdoing shall respect the privacy of Disclosers, respondents, witnesses to the Wrongdoing, and any other person(s) named in a Disclosure or investigation.
- 6.3 The Audit and Risk Committee will receive investigation reports, including the actions taken, and will determine whether changes to University policies, procedures or controls are required.

7 GENERAL PROVISIONS

~~7.1—Nothing in this Policy relieves those responsible for the administration and management of University academic, administrative or service units from the responsibility of addressing situations of improper activity in accordance with good management practices and existing policies, guidelines and procedures.~~

~~7.27.1~~ Nothing in this Policy shall in any way preclude any person from exercising their rights and obligations under collective or employment agreements or other laws that may be applicable at any time any internal or external recourse available.

7.2 Failure to comply with this Policy is a serious disciplinary offence and may result in disciplinary action, up to and including termination of employment or expulsion from the University as appropriate. Contractors and agents who commit Wrongdoing may have their contracts terminated.

8 DESIGNATED OFFICER

8.1 The President delegates the responsibility of administering this policy to the Vice-President, Finance and Administration.

9 RELATED POLICIES

B.312 Risk Management

[B.604 Acceptable Use and Security of Electronic Information and Technology](#)

[B.511 Discrimination, Bullying and Harassment Policy](#)

[B.512 Human Rights, Diversity, Inclusion, and Equity Policy](#)

[B.506 Standards of Conduct Policy](#)

[OP.420 Safety and Emergency Services](#)

[B.701 Student Code of Conduct](#)

[B.604 Acceptable Use and Security of Electronic Information and Technology](#)

10 ASSOCIATED GUIDANCE AND OTHER RESOURCES

[B.310.1 Protected Disclosure \(Whistleblower\) Procedure](#)

[B.511.1 Discrimination, Bullying and Harassment Procedure](#)



BOARD OF GOVERNORS REPORT

AGENDA ITEM 8.2: B.217 Fraud Prevention and Investigation Policy	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTERS: Tally Bains, VP Finance and Administration Jacquetta Goy, Director, Risk Management	

PURPOSE

The purpose of this report is to provide the Board of Governors with background information on B.217 Fraud Prevention and Investigation Policy and recommend that the Board of Governors approve the policy.

MOTION

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve B.217 Fraud Prevention and Investigation Policy as presented

BACKGROUND

Policy Number and Name:	B.217 Fraud Prevention and Investigation Policy		
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input checked="" type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input type="checkbox"/> Governance and Planning Committee	
Category:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Review <input type="checkbox"/> Rescind	If Review or Rescind selected, complete:	
		Issue Date:	
		Revised Date:	
		Next Review Date:	
Procedure # and Name:	B.217.1 Fraud Reporting and Investigation Policy		
VP Responsible:	Tally Bains, Vice President Finance and Administration		
Proponent Responsible:	Jacquetta Goy, Director, Risk Management		

Rationale for creation/review/rescinding

B.217 Fraud Prevention and Investigation Policy and supporting Procedure have been created in response to the Office of the Auditor General of British Columbia Fraud Risk Management Survey Report of November 2021 and consequent decision of the British Columbia Association of Institutes and Universities (BCAIU) to develop and implement fraud policies.



Context / Summary

The OAG report outlined a number of best practices in Fraud Risk Management that Universities were expected to implement, including appointment of a designated senior manager with responsibility for fraud risk management and the creation of a fraud risk policy.

This policy commits the University to formally implement fraud risk prevention and monitoring and creates a mechanism to report, investigate and respond to allegations of fraudulent activity that compliments B.310 Protected Disclosure (Whistleblower) Policy.

Risk, Benefits and Strategy alignment

All organizations are exposed to the risk of Fraud. This policy formalizes the Universities approach to fraud risk management and provides a mechanism for the reporting and investigation of fraudulent activities.

Consultation

This policy was written by the Director, Risk Management building on work already completed by the previous Manager Privacy, Policy and Governance. Best practices set out in the OAG report have been incorporated and a review of post-secondary fraud policies completed. Acknowledgement is given to BCIT, JIBC, UBC and UFV. Work completed by Wilfred Laurier and McMasters universities to align their Fraud, Whistleblowers and other reporting and disclosure policies and processes is also acknowledged as providing models for the Capilano University approach to fraud reporting and investigation.

Review and approval process timelines

Date	Committee or Group	Purpose
3 April	SLC Policy Sub-Committee	Review, propose improvements and determine if ready for SLC consideration.
4 -21 April	Capilano University Community – posted on Frontlines	For community feedback
19 April	SLC	To review, ask for further amendments if required or recommend for Board sub-committee consideration
5 June	Audit and Risk Committee	Review, request amendments if required or recommend for Board approval
27 June	Board	Final approval

Procedure summary


A new procedure, B2.17.1 Fraud Reporting and Investigation has been developed to support this policy. This procedure outlines the process to be used to report and investigate suspected fraud.

Plan for associated training or awareness raising

Advice will be obtained from the Communications team on appropriate awareness raising for this policy and B.310 Protected Disclosure (Whistleblower) Policy for both Administrators and all members of the University Community with launch of communications materials to follow policy approval.

**Attachments:**

#	Name
1	B.217 Fraud Prevention and Investigation Policy

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
	Vice President, Finance and Administration		
Policy Name			
Fraud Prevention and Investigation			
Approved by	Replaces	Category	Next Review
Board	New		
Date Issued	Date Revised	Related Policies	
	n/a	B.310 Protected Disclosure (Whistleblower) Policy	

1. PURPOSE

- 1.1 Capilano University (“the University”) requires all employees, students, Board of Governor members, and individuals acting on the University’s behalf to at all times act honestly and with integrity, and to safeguard the public resources for which they are responsible.
- 1.2 This Policy and related procedures:
- a) reinforces the University’s commitment to ensure fraud prevention strategies are robust, and to foster an environment that promotes fraud awareness;
 - b) provides guidance to the University community on how to report suspected or known fraud; and
 - c) establishes a fair, impartial and competent investigation process to deal with reports of fraudulent activity.

2. DEFINITIONS

Assets: all University property including but not limited to: equipment; financial assets; real property such as land; vehicles, equipment; supplies; email; internet services; trade secrets; intellectual property or services; and work time.

Fraud: a deliberate and/or unlawful deception with the intention of obtaining an unauthorized benefit from the University for personal gain. Fraud includes, but is not limited to:

- a) misappropriation, misapplication or theft of University assets;
- b) any breach of a finance-related fiduciary duty or obligation of confidentiality;

- c) forgery or alteration of documents and the inappropriate, deliberate destruction of documents, including e-documents;
- d) authorizing or receiving payment for work, goods or services not received or performed;
- e) altering or deliberately reporting incorrect financial or personal information for either a personal or University advantage;
- f) unauthorized use of University property and resources for personal advantage or gain;
- g) any claim for reimbursement of ineligible expenses or unearned payment of fees or wages;
- h) bribery, kickbacks, or unauthorized rebates;
- i) identity theft;
- j) misrepresentation of credentials or status with the University; and
- k) any fraudulent activity as defined by the Criminal Code (s. 380 (1))

Good faith: honestly intended actions based on reasonable belief and which are not malicious, frivolous or vexatious in nature.

Employee: any person employed by the University.

Internal controls: processes and systems put in place to provide reasonable assurance that assets are safeguarded and that these processes and systems effectively manage risk and diminish the occurrence of fraud.

Member of the University community: employees, students, agents, board members and volunteers.

Reprisal: an act of retaliation such as to harass, discriminate, threaten, demote, discipline, suspend, dismiss or otherwise disadvantage the individual, adversely affect the individual's employment, enrolment, working conditions or learning conditions, or deny the individual a benefit.

Student: an individual enrolled in any course (credit or non-credit) at the University.

3. SCOPE

3.1 This Policy applies to:

- a) all members of the University community and anyone acting on the University's behalf or under its direction;
- b) any actual or suspected instances of fraud that involve University assets.

4. POLICY STATEMENT

4.1 The University has established and maintains an internal control framework including financial

risk monitoring processes that reasonably prevents and detects Fraud

- 4.2 The University periodically conducts financial risk assessments in accordance with the University's ongoing risk management program.
- 4.3 Fraud or the concealment of Fraud will not be tolerated.
- 4.4 Individuals reporting incidents of suspected fraud in Good Faith may do so freely and without fear of Reprisal in accordance with B.310 Protected Disclosure (Whistleblower) Policy
- 4.4 The University will investigate any report of suspected Fraud.
- 4.5 Members of the University and individuals acting on behalf of the University or under its direction who engage in Fraud will be subject to appropriate discipline.
- 4.6 If an alleged Fraud appears to constitute an offence under the Criminal Code, the University will notify the appropriate law enforcement or regulatory authorities.
- 4.7 The University will seek to recover any losses incurred as a result of Fraud.

5 ROLES AND RESPONSIBILITIES

- 5.1 It is the responsibility of each Member of the University Community to safeguard and protect the University from the misuse or loss of University Assets. All Members of the University Community are encouraged to report instances of suspected or known Fraud
- 5.2 The Vice-President, Finance and Administration is the Designated Officer responsible for leading the coordination of activities aimed at mitigating Fraud risk, coordinating investigations when allegations of Fraud are made and making sure that appropriate action is taken in response.
- 5.3 The Directors, Financial Operations and Financial Reporting are responsible for developing and maintaining the University's internal control framework including financial risk monitoring processes.
- 5.4 The Director, Risk Management is responsible for supporting the Directors, Financial Operations and Financial Reporting in periodically conducting financial risk assessments and for commissioning and facilitating internal audit exercises focused on activities that have been identified as vulnerable to Fraud.
- 5.5 Senior Leadership and Administrators are responsible for making sure that:
 - a) this Policy is understood and complied with within their faculties and departments; and
 - b) appropriate controls are in place to minimize the likelihood of fraudulent activity in the areas under their leadership.

6 REPORTING AND INVESTIGATION

- 6.2 Any Member of the University Community who has reason to believe, in Good Faith that an individual or group of individuals is engaged in Fraud at the University should immediately report following the process set out in B.217.1 Fraud Reporting and Investigation.:
- 6.3 Reporting individuals must not contact those they suspect of Fraud or discuss the specifics of the case, facts, suspicions, or allegations with anyone except as directed by the Vice President, Finance and Administration or if required to disclose by law.
- 6.4 The Vice President Finance and Administration will lead and/or coordinate all investigations into reports of Fraud in accordance with Procedure B217.1 Fraud Reporting and Investigation
- 6.5 The Vice President, Finance and Administration will maintain a register of Fraud instances including summary reports and status updates.
- 6.6 The Vice President, Finance and Administration will make regular reports to the Audit and Risk Committee on:
- a) the system of internal controls regarding financial reporting, accounting compliance and the prevention and detection of fraud;
 - b) the outcomes of any investigations into allegations of Fraud.

7. CONFIDENTIALITY

The details of investigations, analysis of the facts, allegations, and conclusions, will be disclosed only to those persons who need the information for the investigation, for the implementation of decisions following investigation, or as required by law in line with B.700 Privacy and Access to Information.

8 DESIGNATED OFFICER

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Directors, Risk Management, Financial Operations and Financial Reporting.

9 RELATED POLICIES

B.310 Protected Disclosure (Whistleblower) Policy

B.312 Risk Management Policy

B.214 External and Internal Audit Policy

B.506 Standards of Conduct Policy

B.604 Acceptable Use and Security of Electronic Information and Technology Policy

B.700 Privacy and Access to Information Policy

6. ASSOCIATED GUIDANCE AND REFERENCES

Office of the Auditor General British Columbia

draft



BOARD OF GOVERNORS REPORT

AGENDA ITEM: 9.1 B.506 Standards of Conduct	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTER: Kartik Bharadwa, VP, People, Culture & Diversity Melissa Nichol, Strategic Director, People, Culture & Diversity	

PURPOSE:

The purpose of this report is to provide the Board with the background information on B.506 Standards of Conduct and to support the renewal of this updated policy.

MOTION:

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the revised B.506 Standards of Conduct.

BACKGROUND:

The table and report below provide a high-level summary of this policy.

Policy Number and Name:	B.506 Standards of Conduct		
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input checked="" type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input type="checkbox"/> Governance and Planning Committee	
Category:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Review <input type="checkbox"/> Rescind	If Review or Rescind selected, complete:	
		Issue Date:	September 16, 2014
		Revised Date:	March 17, 2015
		Next Review Date:	June 2028
Procedure # and Name:	Not Applicable		
VP Responsible:	Kartik Bharadwa, VP, People, Culture & Diversity		
Proponent Responsible:	Melissa Nichol, Strategic Director, People, Culture & Diversity		

Rationale for review

This policy was prioritized for review as it was last revised in 2015 and is some years past the planned review date.

Context / Summary

Public sector organizations are required by the Guide to BC Public Sector Compensation and Expense Policies under the Public Sector Employers' Council Secretariat to have written standards of conduct in place that identify how the organization will address certain matters.

Standards of Conduct are critical to informing our employees of the expectations of all employees in regard to topics such as conflict of interest, accepting gifts as well as personal conduct. It further serves to inform how members of the University community can expect to be treated by our employees.

Changes

- New purpose section written to update and clarify the intent of the policy
- A statement of scope was added , including the use of electronic communication.
- Definitions of key terms were added
- The policy was reordered to flow better with clauses moved into four sections: Personal Conduct, Conflict of Interest, Protection of Information and Allegations of Wrongdoing.
- The Allegations of Wrongdoing section has been updated to reflect changes made to the Protected Disclosure (Whistleblower) Policy
- Protection of Privacy, Freedom of Information and Protection of Privacy, Protection of Information and False or Misleading Information: These sections have been consolidated into 6.2 – 6.5 and references added directing employees to the new Privacy and Access to Information Policy.
- The following sections were removed:
 - Respectful Learning and Working Environment: the intent of this section is captured in 4.2, with further detail in B.511 Discrimination, Bullying and Harassment Policy
 - Political Activity: removed as political activity in itself is not a conflict of interest. However, sections 5.2 and 5.3 a) address conflicts of interest arising from private affairs, and those arising from personal interests or the interests of other organizations. Additional wording has also been added to 5.3 to emphasize that employees should avoid their personal affairs appearing to be endorsed by the university.
 - Services to Students and the Public: Employee expectations are captured in sections 4.1 and 4.2. A reference to B311 Student Employee Relations Policy has been added to section 5.2.
 - Future Employment Restrictions has been pared back as information is now housed directly in the relevant employment contract.
 - Use of Corporate Property, Including Retention of Records, Patents and Discoveries: this information is now found in newer policies (Copyright Policy, Acceptable Use and Security of IT, Privacy and Access to Information). Policies regarding utilization of physical equipment have been rescinded.

Risk, Benefits and Strategy alignment

This policy helps to limit the risk to the organization of employees engaging in misconduct, by outlining the expectations of the University. The changes to this policy will also assist employees in understanding their responsibilities by signposting them to relevant additional policies.

Proponent Recommendation

THAT the Senior Leadership Council recommends that the revised B.506 Standards of Conduct policy as presented proceeds to the Executive and HR committee for review and recommendation to the Board of Governors for review and approval.

Consultation

This policy was revised and updated by the Strategic Director, People, Culture & Diversity with support from the Policy & Governance Analyst and the Director, Risk Management. As this review was primarily completed to remove sections of the previous policy that have now been superseded by stand-alone policies developed since the policy was written in 2014 it was determined that wider consultation was not required. Legal Counsel reviewed the policy and provided a number of suggestions which have been incorporated. No comments were received during Community feedback and one minor amendment was made as a result of SLC review.

Review and approval process timelines


Date	Committee or Group	Purpose
May 1, 2023	SLC Policy Subcommittee	Review and consider in principle
May 3-16	Frontlines posting	For community feedback
May 17, 2023	SLC	To review, ask for further amendments if required or recommend for Board sub-committee consideration
June 15, 2023	HR and Executive Committee	Review and recommend for Board decision to approve.
June 27, 2023	Board	Final approval of decision.

Plan for associated training or awareness raising

The Standards of Conduct policy is provided to all new employees during on-boarding. As the changes made to this policy are largely to reflect the development of standalone policies developed after the previous version was published and as communication to launch the Fraud policy and the revisions to the Protected Disclosure (whistleblowing) policies is planned, awareness raising for this policy will be incorporated into that exercise.

Attachment:

#	Name
1	B.506 Standards of Conduct 2023 (redlined).

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.506	Vice-President, People, Culture & Diversity		
Policy Name			
Standard of Conduct Policy			
Approved by	Replaces	Category	Next Review
Board			
Date Issued	Date Revised	Related Policies	
September 16, 2014		B.511 Discrimination, Bullying & Harassment B.512 Human Rights, Diversity, Inclusion and Equity OP.418 At-Risk Behaviour and Violence Response and Prevention OP.420 Safety and Emergency Services B.310 B.311 Employee Student Relationships B.310 Protected Disclosure (Whistleblower) B.700 Privacy and Access to Information	

1. PURPOSE

~~Integrity is a core value of the BC public sector. It is a fundamental principle that at all times all public sector entities are accountable for their actions, demonstrate integrity in their behavior and general conduct of actions, and act in an honest and ethical manner. The decisions made reflect the priorities and values of government and their shareholders – the citizens of BC.~~

~~Employees will honour the trust and confidence bestowed on them by others, exhibit the highest standards of conduct, and act in the best interests of Capilano University. The honesty and integrity of the school demands the impartiality of employees in the conduct of their duties. Their conduct must not bring Capilano University into disrepute.~~

~~Employees are expected to follow these standards in their day-to-day dealings with students, customers, suppliers, fellow employees, investors, governmental agencies, other stakeholders, competitors, and with the communities where Capilano employees participate.~~

~~This Standards of Conduct policy links closely to other policies of the University and to the University's values. It is every employee's obligation to learn and understand this code and employees can discuss any questions or concerns they may have with the policy or the application of the policy with their supervisor, manager, Director/Dean, or Human Resources Advisor. Capilano University (the "University") values diversity, the individuality of learners, open engagement with ideas and respectful engagement~~

~~with each other, personal accountability for integrity and success, and transparency and an ethic of fairness. The University is committed to providing a respectful learning and working environment that allows for full and free participation of all members of the University community~~

1.2 This policy details what constitutes civil and respectful conduct, and outlines expectations Capilano University (“the University”) holds of its employees regarding their conduct and general responsibilities when engaged in University Related Activities.

1.3 This policy links closely to other policies of the University and to the University’s values. It is every employee’s obligation to learn and understand this policy. Employees should discuss any questions or concerns they may have with the policy or the application of the policy with their supervisor, manager, director/dean, or human resources advisor.

2 SCOPE

This policy applies to all University employees while engaged in University Related Activities, both on- or off-campus, and both in person and through electronically-facilitated communication.

3 DEFINITIONS

“Conflict of interest” means an employee has personal interests that could directly and significantly affect their responsibilities to the University if not appropriately managed. A conflict of interest occurs when the personal benefit of an employee conflicts with their remunerated obligations to the University.

“Employee” means any person employed by the University.

“Member of the University community” means employees, students, board members and volunteers.

“Related Person” means a person related by blood, adoption, marriage or common-law marriage, or a person with whom an individual has, or had, a personal relationship, including a close personal friend, or romantic or intimate (including but not limited to sexual) relationship with the employee.

“Personal Interest” means an interest that arises from an employee’s relationship with a Related Person.

“Private Interest” means a private, financial or personal interest and includes a Personal Interest.

“Student” means an individual enrolled in any course (credit or non-credit) at the University.

“University Related Activity” means an activity or event conducted under the authority of the University at any location, on- or off-campus. All activities on the University’s campuses are University-related unless they are conducted under the control of a person, organization, association or group that is separate from the University.

4 PERSONAL CONDUCT

- 4.1 University employees will provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties. ~~See Senate Policy S2003-5 on faculty members and student conflict of interest.~~
- 4.2 The University is committed to providing a respectful learning and working environment that allows for full and free participation of all members of the University community as outlined in B.511 Discrimination, Bullying and Harassment Policy.
- 4.3 The University is dedicated to fostering an inclusive environment which is supportive of fair and equitable treatment of all members within its diverse community, no matter their social identity as described in B.512 Human Rights, Diversity, Inclusion and Equity policy. Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.
- 4.4 Further, the conduct of Capilano employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. An employee's conduct must not compromise the integrity of Capilano University or the BC Public Service.
- 4.5 All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.
- 4.6 Employees must report any incident of violence as outlined in the OP.418 At-Risk Behaviour and Violence Response and Prevention Policy. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.
- 4.7 Employees must report ~~a safety hazard~~s or unsafe conditions or acts in accordance with the provisions of the *WorkSafeBC Occupational Health and Safety Regulations*. Concerns ~~under this statement~~ may be addressed to the employee's direct supervisor, manager, director/dean, a human resources advisor, the Office of Safety and Emergency Services or your association's representative on the Health and Safety Committee ~~(See ARM 1103 WorksafeBC Injury Reporting, and Policy E.402 Safety)~~ in accordance with the responsibilities as outlined in OP.420 Safety and Emergency Services Policy.

~~Respectful Learning and Working Environment~~

~~Capilano University is committed to provide a respectful learning and working environment. The University's Respectful Learning and Working Environment Statement, as well as University Policy E.501 on harassment, is available on the Intranet or through Human Resources. Concerns that may constitute complaints under this statement should be addressed to the employee's direct supervisor, manager, Director/Dean, the Conflict Resolution Advisor or a Human Resources Advisor.~~

~~Political Activity~~

~~Capilano University employees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Employees must not engage in political activities during working hours or use our facilities, equipment, or resources in support of these activities. Partisan politics are not to be introduced into the workplace; however, informal private discussions among co-workers are acceptable.~~

~~Service to Students and the Public~~

~~Capilano University employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties. (See Senate Policy S2003-5 on faculty members and student conflict of interest.~~

~~Use of Corporate Property, Including Retention of Records, Patents and Discoveries~~

~~Faculty members should consult their collective agreement regarding patents and discoveries.~~

~~Student rights to full ownership and copyright, when applicable, to their own discoveries/works is protected by this policy. (See ARM 1062 regarding the use of equipment, ARM 1061 regarding the use of facilities, Board Policy 10 regarding the use of facilities and equipment by non-profit groups, Board Policy 11 regarding the use of facilities and equipment by employees, and the Protection of Information section of this document)~~

INTEGRITY, IMPARTIALITY AND ACCOUNTABILITY

1.2. CONFLICT OF INTEREST

5.1 A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- a) The employee's ability to act in the public interest could be impaired; or
- b) The employee's actions or conduct could undermine or compromise:
 - i. the public's confidence in the employee's ability to discharge work responsibilities;
 - or
 - ii. a student's well-being by way of using the employee's position of authority to inappropriately advance, protect, influence, or harm the interests of a student with whom they have a relationship; or
 - ~~iii.~~ the trust that the public places in the BC Post-Secondary System.

5.2 Conflicts of interest arising from relationships between employees and students are addressed in B.311 Employee-Student Relationships policy and supporting procedure.

5.25.3 While the ~~government~~ University recognizes the right of employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the

discharge of their employment duties. Upon accepting a position with Capilano University, employees must arrange their private affairs in a manner that will prevent conflicts of interest ~~(or the perception of conflicts of interest)~~ or that could imply that the activity is an official act of the University or is University supported.

5.35.4 Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their administrator (i.e. manager, director/dean). The administrator will consult with their Human Resources representative to determine if there is a conflict and, if so, if it can be resolved or mitigated. Examples of conflicts of interest include, but are not limited to, the following:

- a) An employee uses Capilano's property, ~~or~~ equipment or other resources, including remunerated time, or their ~~employee's~~ position, office or Capilano's affiliation to pursue personal interests or the interests of another organization;
- b) An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- c) An employee, in the performance of duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee has an interest, financial or otherwise;
- d) An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- e) An employee benefits from, or is reasonably perceived by the public to have benefited from, a university transaction over which the employee can influence decisions (i.e., investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments); and/or an employee accepts a personal gift or benefit.
- ~~f) An employee accepts a personal gift or benefit. (See the section on Acceptance of Gifts, Entertainment, Benefits and Favours in this document.)~~

5.45.5 Acceptance of Gifts, Entertainment, Benefits and Favours

An employee will not accept from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment at Capilano University, other than:

- a) The exchange of hospitality between persons doing business together;
- b) Tokens exchanged as part of protocol;
- c) The normal presentation of gifts to persons participating in public functions;
- d) The normal exchange of gifts between friends; or
- e) An employee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

5.55.6 The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:

- a) The benefit is of nominal value (less than \$50 and not in cash/credit card/coupon);
- b) The exchange creates no obligation;
- c) Reciprocation is easy; and
- d) It occurs infrequently.

5.7 Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.

5.8 B.212 Honoraria and Gifts Policy sets out the framework and principles for employees who approve, process, pay or receive honoraria for volunteer services or symbolic, low value gifts intended to show respect or as a token of appreciation.

5.65.9 Future Employment Restrictions

~~In addition to the Standards of Conduct,~~ the President and Vice-Presidents are required to comply with a twelve (12) month post-employment period that restricts their acceptance of work with employers that they have had a direct business relationship with while an employee of the University.

5.75.10 If employees are uncertain whether any action or decision on their part may place them in a position of conflict of interest, they are expected to proactively discuss it with their supervisor prior to taking that action or declaring a conflict.

~~PROTECTION OF PRIVACY~~

~~All information about an individual or company which is maintained in Capilano University record systems is privileged and confidential.~~

~~Every individual or company whose information is contained in a Capilano University record system has a right to privacy, which must be recognized and protected to the greatest extent possible.~~

~~To ensure that the confidentiality of student, alumni, employee, customer, vendor and donor information contained in Capilano University record systems is maintained, individuals with access to such information will be required to sign a Confidentiality and Release of Information Agreement provided by the Human Resources Department.~~

~~Confidential materials should not be disposed of in regular waste containers. Confidential waste must be shredded or disposed of in "Confidential Paper – Shredding and Recycling" containers~~

6 PROTECTION OF INFORMATION

6.1 Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees who are in doubt as to whether certain information is

confidential must ask their manager ~~or the Privacy Officer~~ for the appropriate authority before disclosing, releasing, or transmitting the information.

~~The proper handling and protection of confidential information is applicable both within and outside of Capilano University, and continues to apply after the employment relationship ends.~~

~~Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains during or after employment with Capilano. (See the Conflicts of Interest section in this document.~~

~~Release of Information~~

~~Any release of information must be in compliance with this policy and in compliance with the Freedom of Information and Protection of Privacy legislation. New requests should be directed to the Privacy Officer as soon as they are received.~~

~~Freedom of Information and Protection of Privacy (FOIPP) Requests~~

~~All requests must be directed to the Privacy Officer as soon as received. If you are unsure whether it is a FOIPP request or not, check with the Privacy Officer. The Privacy Officer will adhere to the requirements under the FOIPP legislation and work with the Ministry in appropriately responding to FOIPP inquiries.~~

6.2 Employees who in the course of their employment handle personal information must take due care to protect that information in line with B.700 Privacy and Access to Information, accessing such information only as necessary for the performance of their duties and reporting any suspected or actual Personal Information Incidents to their supervisor, manager, chair/coordinator, or administrator or directly to the Privacy Officer in accordance with B.700.1 Personal Information Incident Management Procedure.

6.3 Employees that receive requests for information outside of their normal duties should seek the advice of their supervisor, manager, chair/coordinator, or administrator. Personal Information about students or employees should not be released to any third party without the express consent of the individual or in specific limited circumstances set out in the Freedom of Information and Protection of Privacy Act (FIPPA). Employees who are unsure how to respond to a request should contact the Privacy Office for advice. Requests from outside parties for non

personal information that is not publicly available should be sent to the Privacy Officer to manage as Freedom of Information Requests.

6.4 Materials that contain confidential or personal information should not be disposed of in regular waste containers, but instead be shredded or in “Confidential Paper – Shredding and Recycling” containers.

6.5 Employees shall not be associated with information that the employee knows, or should know, to be false or misleading, whether by statement or omission.

7 ALLEGATIONS OF WRONGDOING

~~Employees have a duty to report any situation relevant to Capilano University that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act). Employees will not be subject to discipline or reprisal for bringing forward, in good faith, to their direct supervisor, manager, Director/Dean, Human Resource Advisor, VP, President, or via the Whistleblower procedure, any allegations of wrongdoing in accordance with this policy statement. (See Board Memo 55 Protected Disclosure—Whistleblowers.)~~

~~Employees must report their allegations in writing to their direct supervisor, HR, VP, President or via the Whistleblower procedure. Acknowledgement will be given to the person making the report upon receipt of the submission, and the matter will be reviewed and responded to, in writing, within 30 days of receiving the employee’s submission. Where an allegation involves an Executive, the employee must forward the allegation to HR, an unrelated VP or President, or via the Whistleblower procedure.~~

~~These reporting requirements are in addition to an employee’s obligation to report to the Comptroller General as outlined in Section 33.2 of the Financial Administration Act.~~

~~Where an employee believes that the matter requires a resolution and it has not been reasonably resolved, the employee may then refer the allegation to a VP, the President, and/or through the Whistleblower procedure that goes directly to the Board Chair and Audit Committee Chair.~~

~~If the employee decides to pursue the matter further:~~

- ~~● Allegations of criminal activity are to be referred to the police;~~
- ~~● Allegations of a misuse of public funds are to be referred to the Auditor General;~~
- ~~● Allegations of a danger to public health must be brought to the attention of health authorities; and~~
- ~~● Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment.~~

7.1 Employees have a duty to report, in accordance with B.310 Protected Disclosure (Whistleblower) Policy and Procedure any situation relevant to the University that they believe constitutes a wrongdoing, that is a deliberate act of commission or omission in the context of University related duties and activities that is dishonest, unethical, or involves a conflict of interest including but not

limited to:

- a) abuse of public trust;
- b) endangering any person or the environment;
- c) fraud or serious financial misconduct ;
- d) breach of University policy and/or procedures;
- e) violation of a legal or regulatory requirement;
- f) gross or systemic mismanagement or abuse of authority;
- g) any other act or omission that could seriously damage the University's operations, reputation, or financial standing;
- h) knowingly directing or counselling a person to commit a Wrongdoing or colluding with another to commit Wrongdoing;
- i) obstructing a person's right to disclose Wrongdoing as outlined in this Policy and
- j) any Reprisals for seeking advice about or reporting Wrongdoing or participating an investigation of Wrongdoing.

7.2 Employees will not be subject to discipline or reprisal for bringing forward, in good faith, protected disclosures of Wrongdoing in line with B.310 Protected Disclosure (Whistleblower) Policy and Procedure.

78 DESIGNATED OFFICER

The Vice President, People, Culture and Diversity is the Policy Owner responsible for the oversight of this policy. The administration of this Policy and the development, subsequent revision to and operationalization of any associated procedures is the responsibility of the Strategic Director, People, Culture & Diversity.



BOARD OF GOVERNORS REPORT

AGENDA ITEM: 9.2 ARM 1050 - Off Campus Use of College Equipment	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTER: Kartik Bharadwa, VP, People, Culture & Diversity Melissa Nichol, Strategic Director, People, Culture & Diversity	

PURPOSE:

The purpose of this report is to provide the Board with the background information on ARM 1050 - Off Campus Use of College Equipment and to support the rescinding of this policy memo.

MOTION:

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the rescinding of ARM 1050 - Off Campus Use of College Equipment.

BACKGROUND:

The table and report below provide a high-level summary of this policy.

Policy Number and Name:	ARM 1050 - Off Campus Use of College Equipment							
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input checked="" type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input type="checkbox"/> Governance and Planning Committee						
Category:	<input type="checkbox"/> New <input type="checkbox"/> Review <input checked="" type="checkbox"/> Rescind	If Review or Rescind selected, complete: <table border="1"> <tr> <td>Issue Date:</td> <td>September 15, 2004</td> </tr> <tr> <td>Revised Date:</td> <td>May 2, 2007</td> </tr> <tr> <td>Next Review Date:</td> <td></td> </tr> </table>	Issue Date:	September 15, 2004	Revised Date:	May 2, 2007	Next Review Date:	
Issue Date:	September 15, 2004							
Revised Date:	May 2, 2007							
Next Review Date:								
Procedure # and Name:	n/a							
VP Responsible:	Kartik Bharadwa, VP, People, Culture & Diversity							
Proponent Responsible:	Melissa Nichol, Strategic Director, People, Culture & Diversity							

Rationale for creation/review/rescinding

ARM 1050 was identified in the policy review process as an older policy to be reviewed for current relevance with a view to update or rescind if no longer necessary reviewed.

Context / Summary

The content of this ARM has been replaced by new processes and programs that the University has in place. Through a centralized and coordinated process, employees may request to borrow equipment for the purpose of off-campus use. Requests for these items are submitted via the employee's manager and facilitated through IT Services or Facilities and Campus Planning accordingly. Depending on the equipment, employees either sign an agreement (for chairs or ergonomic furniture), or their ID is linked to the equipment (for IT equipment).

Risk, Benefits and Strategy alignment

This memo does not appear to address any risks or add any value to the University.

Proponent Recommendation

THAT the Senior Leadership Council recommends that the Executive and HR committee consider recommending to the Board that that ARM 1050 - Off Campus Use of College Equipment policy is rescinded.

Consultation

Paper review completed. Consultation not required beyond Human Resources team. Legal review determined not to be required. Posted for community feedback with no comments to date.

Review and approval process timelines

Date	Committee or Group	Purpose
3 April	SLC Policy Subcommittee	Review and consider in principle
4-21 April	Capilano University Community – posted on Frontlines	For community feedback
19 April	SLC	For information
15 June	HR and Executive Committee	Review and recommend for Board decision to rescind.
27 June	Board	Final approval of decision to rescind.

Plan for associated training or awareness raising

Not applicable. There will be no changes to current practices on rescinding this policy.

Attachment:

#	Name
1	ARM 1050 - Off Campus Use of College Equipment

administration • reference memo

keywords

- **EQUIPMENT – COLLEGE OWNED**
 - **OFF CAMPUS USE**
 - **AUTHORIZATION AND CONDITIONS**
-

COLLEGE-OWNED EQUIPMENT (COMPUTERS, AV EQUIPMENT, LAB EQUIPMENT, ETC.) MOVING TO AN AUTHORIZED LOCATION OFF-CAMPUS

College-owned equipment may be taken to an authorized location off-campus, providing that:

- the equipment is being used to do College business, and
- the equipment is not needed by others on campus.

If the equipment is lost, stolen or damaged while the equipment is off campus, the employee may be required by the College to reimburse the College for such expenses. All lost or stolen equipment must be reported to campus security and an Incident Report form #FIN161 completed.

Employees who want to take home College-owned equipment must complete the form titled “Application for Off-Campus Use of College Equipment.” This form must be authorized by the appropriate Dean, Director or VP and kept on file in the appropriate office (example: computers would be authorized by the appropriate Dean and kept on file in the office of the Director, Information Technology (IT) Operations or the VP, Finance and Administration).

No modification to College-owned equipment may be made without written authorization from the appropriate Dean, Director or VP.



BOARD OF GOVERNORS REPORT

AGENDA ITEM: 9.3 ARM 11 – College Facilities and Equipment – Use by Employees	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTER: Kartik Bharadwa, VP, People, Culture & Diversity Melissa Nichol, Strategic Director, People, Culture & Diversity	

PURPOSE:

The purpose of this report is to provide the Board with the background information on ARM 11 – College Facilities and Equipment – Use by Employees and to support the rescinding of this policy memo.

MOTION:

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the rescinding of ARM 11 – College Facilities and Equipment – Use by Employees.

BACKGROUND:

The table and report below provide a high-level summary of this policy.

Policy Number and Name:	ARM 11 – College Facilities and Equipment – Use by Employees	
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input checked="" type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input type="checkbox"/> Governance and Planning Committee
Category:	<input type="checkbox"/> New	If Review or Rescind selected, complete:
	<input type="checkbox"/> Review	Issue Date: March 22, 1990
	<input checked="" type="checkbox"/> Rescind	Revised Date:
		Next Review Date:
Procedure # and Name:	n/a	
VP Responsible:	Kartik Bharadwa, VP, People, Culture & Diversity	
Proponent Responsible:	Melissa Nichol, Strategic Director, People, Culture & Diversity	

Rationale for creation/review/rescinding

ARM 11 was identified in the policy review process as an older policy to be reviewed for current relevance with a view to update or rescind if no longer necessary reviewed.

Context / Summary

The content of this ARM is contained in the CFA Collective Agreement (pertaining to ownership of the development of work products), the Standards of Conduct Policy (pertaining to the use of University property for personal profit) or better provided through process.

Risk, Benefits and Strategy alignment

This memo does not appear to address any risks or add any value to the University.

Consultation

Paper review completed. Consultation not required beyond Human Resources team. Legal review determined not to be required. Posted for community feedback with no comments to date.

Review and approval process timelines

Date	Committee or Group	Purpose
3 April	SLC Policy Subcommittee	Review and consider in principle
4-21 April	Capilano University Community	4-21 April
19 April	SLC	For information
15 June	HR and Executive Committee	Review and recommend for Board decision to rescind.
27 June	Board	Final approval of decision to rescind.

Plan for associated training or awareness raising

Not applicable. There will be no changes to current practices on rescinding this policy.

Attachment:

#	Name
1	ARM 11 – College Facilities and Equipment – Use by Employees

administration • reference memo

- keywords:
- **BOARD POLICY**
 - **COLLEGE FACILITIES AND EQUIPMENT**
 - **USE BY EMPLOYEES**

Except as expressly provided for herein, all facilities, equipment, supplies and physical plant provided by the College are not to be utilized in any manner whatsoever by College employees for personal profit or financial gain. Similarly, the development, manufacture or promotion of an employee's private interests, enterprise, or business may not be undertaken on College property using College facilities, equipment, supplies or physical plant.

Where a College employee has been expressly provided with College resources and/or equipment to construct or develop teaching aids, learning aids, devices or instructional processes that lend support or assistance to, or generally enhance the instructional process, all such teaching aids, learning aids, devices or instructional processes shall become and remain the property of the College for continuing use in the College community, and all rights or title to same shall vest in the College.

1. That the College retains the right in perpetuity, without penalty, and without incurring any obligation for making payment of any kind, to use these learning aids, devices or instructional processes and/or alter same for their use but not for the purpose of profit.
2. That the College may require that up to ten per cent (10%) of all revenue paid to, for or on behalf of the creator(s) following such release of rights or title by the College to the creator(s) be repaid, retained or paid to the College to defray the College's cost of their development.

The College recognizes that situations may occur where the creative, artistic, professional, or other specific skills of an employee would provide or contribute to beneficial learning situations for students if such skills were performed at the College, utilizing College facilities, equipment, supplies or physical plant and allowing for the presence of the students while the skills are being performed.

administration • reference memo

- keywords:**
- **BOARD POLICY**
 - **COLLEGE FACILITIES AND EQUIPMENT**
 - **USE BY EMPLOYEES**

In any situation where an employee feels that such a mutually beneficial skill activity is warranted, the employee may apply for specific authorization to the co-ordinator responsible for the particular program area. The application shall contain a description of the particular skill that will be demonstrated, the methodology employed and a reasonably detailed list of the College facilities, equipment, supplies and working space required. The application shall also provide an estimate of the length of time required to complete the project. Where the project would also involve the employment of College staff or faculty, on College paid time, the application shall provide details of such costs.

The co-ordinator will review the proposal and prepare an evaluation of the benefits flowing from the project for the applicant employee and to the College community. The co-ordinator will then make a recommendation to the Dean on the merit of such a project as it relates to the needs of the students and the objectives of the College.

The Dean shall review and consider the proposal and the co-ordinator's recommendations and either approve or reject the project on behalf of the College.

Where approval is granted, it is expressly understood that the College reserves the right to review all aspects of the project at any time and to require that the project be discontinued where the objectives proposed by the applicant employee are not being satisfied.

Adopted by Capilano College Board February 20, 1990.



BOARD OF GOVERNORS REPORT

AGENDA ITEM: 9.4 B.205 Retirement Recognition Policy for Capilano University Employees	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTER: Kartik Bharadwa, VP, People, Culture & Diversity Melissa Nichol, Strategic Director, People, Culture & Diversity	

PURPOSE:

The purpose of this report is to provide the Board with the background information on B.205 Retirement Recognition Policy for Capilano University Employees and to support the renewal of this updated policy.

MOTION:

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the revised B.205 Retirement Recognition Policy for Capilano University Employees.

BACKGROUND:

The table and report below provide a high-level summary of this policy.

Policy Number and Name:	B.205 Retirement Recognition Policy for Capilano University Employees							
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input checked="" type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input type="checkbox"/> Governance and Planning Committee						
Category:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Review <input type="checkbox"/> Rescind	If Review or Rescind selected, complete: <table border="1"> <tr> <td>Issue Date:</td> <td></td> </tr> <tr> <td>Revised Date:</td> <td>Sept 2011</td> </tr> <tr> <td>Next Review Date:</td> <td></td> </tr> </table>	Issue Date:		Revised Date:	Sept 2011	Next Review Date:	
Issue Date:								
Revised Date:	Sept 2011							
Next Review Date:								
Procedure # and Name:	n/a							
VP Responsible:	Vice-President, People, Culture & Diversity							
Proponent Responsible:	Melissa Nichol, Strategic Director, People, Culture & Diversity							

Rationale for creation or review

This policy has not been reviewed since 2011 and is long past due for review.

Retirement Recognition has a direct tie into employee engagement and is an important part of our recognition program.

There are minimal changes to this policy. For ease of reference, new items are highlighted yellow. We have moved reference to taxable vs. non-taxable criteria to its own section for clarity and further defined, in consultation with Finance, when the gift is considered a taxable benefit.

A further recommended change, in consultation with Capilano University Foundation, is to provide an option for employees to donate their retirement gift.

Consultation

Human Resources consulted with the Capilano University Foundation and the Finance department.

Review and approval process timelines


Date	Committee or Group	Purpose
6 Feb 2023	SLC Policy Sub-Committee	Review, propose improvements and determine if ready for SLC consideration.
7 -23 February	Capilano University Community – posted on Frontlines	For community feedback
22 Feb 2023	SLC	To review, ask for further amendments if required or recommend for Board sub-committee consideration
June 15, 2023	Executive and HR Committee	Review, request amendments if required or recommend for Board approval
June 27, 2023	Board	Final approval

Plan for associated training or awareness raising

Not required.

Attachment:

#	Name
1	B.205 Retirement Recognition Policy for Capilano University Employees (redlined).

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.205	Vice President, People, Culture and Diversity		
Policy Name			
Retirement Recognition for Capilano University Employees			
Approved by	Replaces	Category	Next Review
Date Issued	Date Revised	Related Policies	
	September 2011	B.302 Expenses – Meetings and Other Gatherings	

1 PURPOSE

Capilano University (The University) values its employees and will regularly recognize their service contributions upon of those employees who are retiring.

2 DEFINITIONS

“Event” means, for the purpose of this policy, a social gathering of the retiring employee and their colleagues taking place either on- or off-campus for the intended purpose of honouring the retiring employee’s employment term at the University.

“Gift” means a tangible item provided for a special occasion.

“Retiring” means an employee who is resigning from the University and will receive a pension through the B.C. Pension Corporation.

3 SCOPE

The policy is applicable to permanent employees retiring from the University.

24 POLICY STATEMENT

4.1 A—The University, through the Office of the ~~Director, Human Resources,~~ Vice President, People, Culture and Diversity will contribute an amount toward the recognition of an employee who is retiring. The amount of the University's contribution is based on the length of service at the University ~~as outlined below in Section B.~~

4.14.2 At least eighty percent (80%) of the University’s contribution must be used to purchase a gift to be presented to the retiring employee. Not more than twenty percent (20%) of the University's contribution may be used in support of an event organized to honour the retiring employee;

4.24.3 If additional gift funds are contributed or raised by the retiring employee's department, they are to be allocated to a separate gift.

5 UNIVERSITY GIFT CONTRIBUTION CRITERIA

5.1 B—The University's contribution toward a gift for retiring employees are subject to budget considerations, but will normally be as follows:

- a) for employees with less than 10 years' service, a gift valued up to \$190 (including applicable taxes);
- b) for employees with 10 to 14 years' service a gift valued up to \$280 (including applicable taxes);
- c) for employees with 15 to 20 years' service, a gift valued up to \$440 (including applicable taxes); and
- d) For employees with greater than 20 years' service, a gift valued up to \$500 (including applicable taxes), plus an additional amount for the retirement party/reception up to \$125.

6 UNIVERSITY EVENT CONTRIBUTION

6.1 For categories a), bi) and c) above: The actual retirement party/reception will be arranged and funded by the department of the retiring employee in cooperation with the appropriate administrator and in alignment with Policy B.302 Expenses – Meetings and Other Gatherings.

6.2 The department may choose to use a portion of the University's contribution for the retirement party/reception (see Section A.) in accordance with Section 4.2.

7 CRITERIA FOR TAXABLE OR NON-TAXABLE BENEFIT

7.1 In keeping with CRA guidelines, ~~cash and near-cash (gift certificates, gift cards, gold nuggets, securities, stocks, etc.) are a taxable benefit to the employee. Also reimbursement of the cost of a gift is also considered a near-cash item, therefore an employee may not purchase his or her own retirement gift.~~ the following outlines taxable or non-taxable criteria:

- a) Cash and near-cash are a taxable benefit to the employee. Near cash items include: items that can easily be converted to cash (such as bonds, securities, etc); gift cards, prepaid cards issued by a financial institution for payment card networks, such as MasterCard, VISA, or American Express and/or digital currency.

7.2 Reimbursement of the cost of a gift is also considered a near-cash item, therefore an employee may not purchase his or her own retirement gift.

7.3 For employees with fewer than five years of service, retirement gifts are a taxable benefit.

7.4 For category d) above: Note that if the price of the gift exceeds \$500 (including applicable taxes), the entire amount will be recorded as a taxable benefit for the retiring employee. Therefore, an additional amount of up to \$125 for the retirement party/reception is available with respect to employees with more than 20 years' service.

7.5 An employee may choose to donate their retirement gift to Capilano University Foundation and designate this gift to an area of greatest need – whether to support students in financial need or any other university funding initiative. If a retiring employee chooses this option, they can notify the Capilano University Foundation who will coordinate with Human Resources. Employees may also consider a legacy gift to Capilano University Foundation upon retirement and can discuss this option with the Director, Philanthropy and Alumni Relations or Philanthropy Officer, Individual Giving at Capilano University Foundation.

8 DESIGNATED OFFICER

8.1 The VP People, Culture & Diversity is the Policy Owner, responsible for the oversight of this Policy. The administration of this Policy and the development, subsequent revision to and operationalization of any associated procedures is the responsibility of the Strategic Director, People, Culture & Diversity.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 10.1: Executive Compensation Disclosure Report for Fiscal 2022-23	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: June 27, 2023	
PRESENTER: Kartik Bharadwa, VP People, Culture and Diversity	

PURPOSE

To provide the Executive Compensation Disclosure Report to the Board of Governors for approval in accordance with the requirements set out by the Public Sector Employers' Council Secretariat (PSEC).

MOTION

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approves the Executive Compensation Disclosure Report for Fiscal Year 2022-23.

BACKGROUND

Organizations in British Columbia defined by the Public Sector Employers Act are statutorily required to disclose all compensation that is paid to the Chief Executive Officer and the next four highest ranking or highest paid executives with decision making authority earning an annualized base salary of \$125,000 or greater during the fiscal year. The compensation disclosure must be accompanied by an attestation letter from the Board Chair confirming the veracity of the disclosed information plus a copy of the relevant Board policy which explains the compensation philosophy.

Finance has prepared the attached compensation disclosure in accordance with the guidelines provided by PSEC.



June 27, 2023

John Davison, President & CEO
Public Sector Employers' Council Secretariat
Suite 210 – 880 Douglas Street
Victoria, B.C. V8W 2B7

Dear Mr. Davison,

Re: Attestation for the Fiscal 2022-23 Executive Compensation Report

As part of the required documentation associated with the Executive Compensation Disclosure reporting, I provide the following attestation with respect to Capilano University's submission:

- The Board of Governors is aware of the executive compensation paid in the 2022/23 fiscal year.
- The disclosed information is accurate and includes all compensation paid by Capilano University.
- Compensation provided was within the approved compensation plans and complies with PSEC guidelines.

Sincerely,

Ash Amlani

Enc.